

**U.S. District Court  
Western District of Washington**

**Electronic Case Filing  
(ECF)  
User's Manual**



Revised July 2012

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## **INTRODUCTION/OVERVIEW**

This manual provides instructions for using the Electronic Case Filing (ECF) system to file documents with the court or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have an ECF system compatible web browser and Adobe Acrobat or equivalent software for creating and reading portable document files (PDF).

## **ELECTRONIC FILING SUPPORT DESK**

Contact the court's ECF Support between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, if you need assistance using ECF.

Toll Free: 1-866-ECF-WAWD (1-866-323-9293)

Local: 206-370-8440

OR

E-mail: [cmecf@wawd.uscourts.gov](mailto:cmecf@wawd.uscourts.gov)

## **ECF SYSTEM CAPABILITIES**

Registered users with a PACER account, an ECF-compatible web browser, Adobe Acrobat or equivalent software, and access to the Internet can use the U.S. District Court's ECF system to perform the following functions:

- Open the court's web page.
- View or download the most recent version of the ECF User's Manual.
- Self-train on a web-based ECF tutorial.
- Attend a training course to practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database.
- Electronically file pleadings and documents in actual ("live") cases.
- View official docket sheets and documents associated with cases.
- View various reports for cases that were filed electronically.

# **GETTING STARTED**

## **Hardware and Software Requirements**

The following hardware and software are needed to electronically file, view, and retrieve case documents in ECF:

- A personal computer using Microsoft Windows or Macintosh.
- An Internet service provider and Web browser. The court has verified that its installed version of ECF is compatible with:
  - Internet Explorer 7.0 and 8.0.
  - Firefox 3.5.
- Other browsers (such as Chrome) will not work with ECF and are not supported. Your transaction may not complete if other browsers are used.
- Software to convert documents from a word processor format to portable document format (PDF).
- A scanner to convert paper documents to PDF format to enter electronically into ECF (such as exhibits). Use a scanner **ONLY** if you cannot electronically prepare your documents and convert them directly to PDF format.
- Filing parties are encouraged to configure their scanners for black and white at 200 dpi, rather than color scanning, unless color is an important aspect of the document. The filing party is responsible for the legibility of the scanned image.

## PACER REGISTRATION

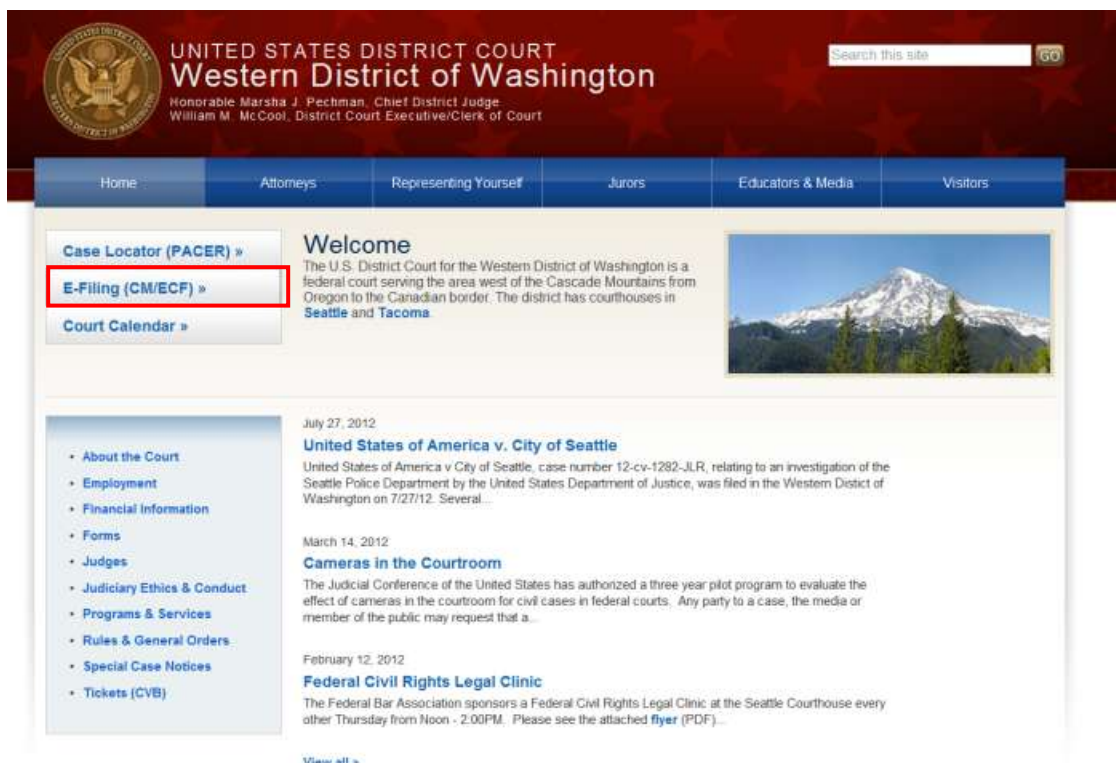
ECF users must have a PACER account with the court in order to use the **Query** and **Report** features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at:

<http://pacer.psc.uscourts.gov>.

## REGISTER FOR ELECTRONIC CASE FILING (ECF)

Participants will need to register with the court to receive a login and password for the ECF system. The registration form can be found online via our website:

Access our court website at: [www.wawd.uscourts.gov](http://www.wawd.uscourts.gov) and select E-Filing (CM/ECF).



Under CM/ECF Registration, select the appropriate registration form link.

## CM/ECF

CM/ECF is the court's online case management and electronic case filing application. This tool enables participating attorneys and litigants to submit pleadings and corresponding documents electronically to the court and allows the court to file, maintain, and retrieve case file information. CM/ECF filing is required for attorneys and encouraged for those representing themselves ("pro se" filers). A related service, [PACER](#), allows users to obtain case and docket information online.

[Access CM/ECF](#)

**ECF Support** is available from 8:00 AM to 5:00 PM Monday through Friday:

[cmecf@wawd.uscourts.gov](mailto:cmecf@wawd.uscourts.gov)  
(206) 370-8440 or  
(866) 323-9293 (toll free)

### CM/ECF Registration

Please review the [requirements](#) and submit the appropriate form:

[Attorney Registration Form](#) (PDF)  
Registering attorneys must first be [admitted to practice](#) in the United States District Court for the Western District of Washington.

[Pro Se Filers Registration Form](#) (PDF)  
You must be a party in a case in this court

### Filing Procedures and Training

[CM/ECF Filing Procedures](#) (PDF) is a complete users' guide to the CM/ECF application.

Attorneys are required to open new civil cases in CM/ECF and file their Complaint or Notice of Removal. [Attorney Case Opening](#) has more information on this process as well as documentation and tutorials.

The [Filing Tips](#) page contains more information on filing procedures and requirements.

Training on CM/ECF is offered by the court. Contact ECF Support ([cmecf@wawd.uscourts.gov](mailto:cmecf@wawd.uscourts.gov)) for the next available class.

The attorney registration form can also be found in the Forms section.

## Court Forms

Unless otherwise noted, all forms are available in PDF format.

### National Forms

In addition to the forms provided below, the Administrative Office of the US Courts maintains a [page of national forms for your use](#).

### Local Forms

- [Alternative Dispute Resolution](#)
- [Attorney Admissions](#)
- [Cameras in the Courtroom](#)
- [Civil](#)
- [Criminal](#)
- [Financial](#)
- [Miscellaneous](#)
- [Prisoner](#)
- [Self-Representation](#)

### Alternative Dispute Resolution

- [Request for Pro Bono Mediation](#)

### Attorney Admissions

- [Attorney Admission Petition](#)
- [ECF Registration Form for Attorneys \(Revised January 2012\)](#)
- [Pro Hac Vice Application and Instructions \(Revised March 2012\)](#)
- [Conditional Admission Petition](#)



Fill out the form online, and e-mail to the Clerk's Office at:  
[cmecfreg@wawd.uscourts.gov](mailto:cmecfreg@wawd.uscourts.gov)

You can also mail or deliver the form to:

**Clerk, U.S. District Court  
Western District of Washington  
Attn: ECF Attorney Registration  
700 Stewart Street Suite 2310  
Seattle WA 98101**

Once an account has been established, your login and password will be sent to you by the Clerk's Office via e-mail.

**Opting out of electronic notification during ECF registration:**

Choosing this option will apply to all of your future cases. Your Notices of Electronic Filing will be sent to you by first class mail only. This will result in a delay, compared to instantaneous electronic noticing.

**To opt out of electronic notification:**

- Do not include an e-mail address on the ECF registration form.
- Your login and password will be sent to you via first class mail only.

**Opting out of electronic notification if you are already registered:**

Choosing this option will apply to all of your present and future cases. This is not a case by case option. Your Notices of Electronic Filing will be sent to you by first class mail only. This will result in a delay, compared to instantaneous electronic noticing.

**To opt out of electronic notification:**

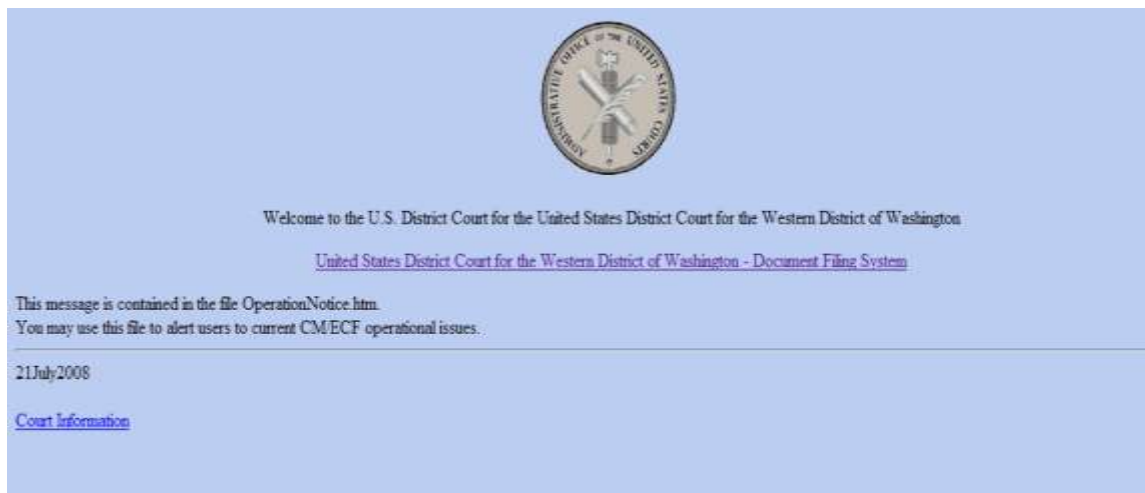
- Login to ECF.
- Select Utilities, Maintain Your E-mail.
- Highlight the primary and any secondary e-mail address information and click the delete button on your computer keyboard.
- Click Submit to save your changes.

## PRACTICE FILING IN ECF

To practice filing in ECF, registered users can visit a training version of the filing system on the Internet at: <https://ecf-train.wawd.uscourts.gov>.

We strongly recommend that registered users practice in the “training” ECF database before filing documents in the “live” ECF database.

Please call the ECF Support at 206-370-8440 or 1-866-323-9293 for a login and password to use in the training system **ONLY**.



## TRAINING CLASSES

The court also offers training classes. For a class schedule:

- View the online ECF Newsletter via the link on the **Electronic Case Filing** page.
- Call ECF Support at 1-866-323-9293 to sign up for training.

## PORTABLE DOCUMENT FORMAT (PDF)

“PDF”: A document created with almost any word processing program can be converted to PDF.

- The PDF conversion program, in effect, takes a picture of the original document so the converted document can be opened across a broad range of hardware and software, with layout, format, links, and images intact.

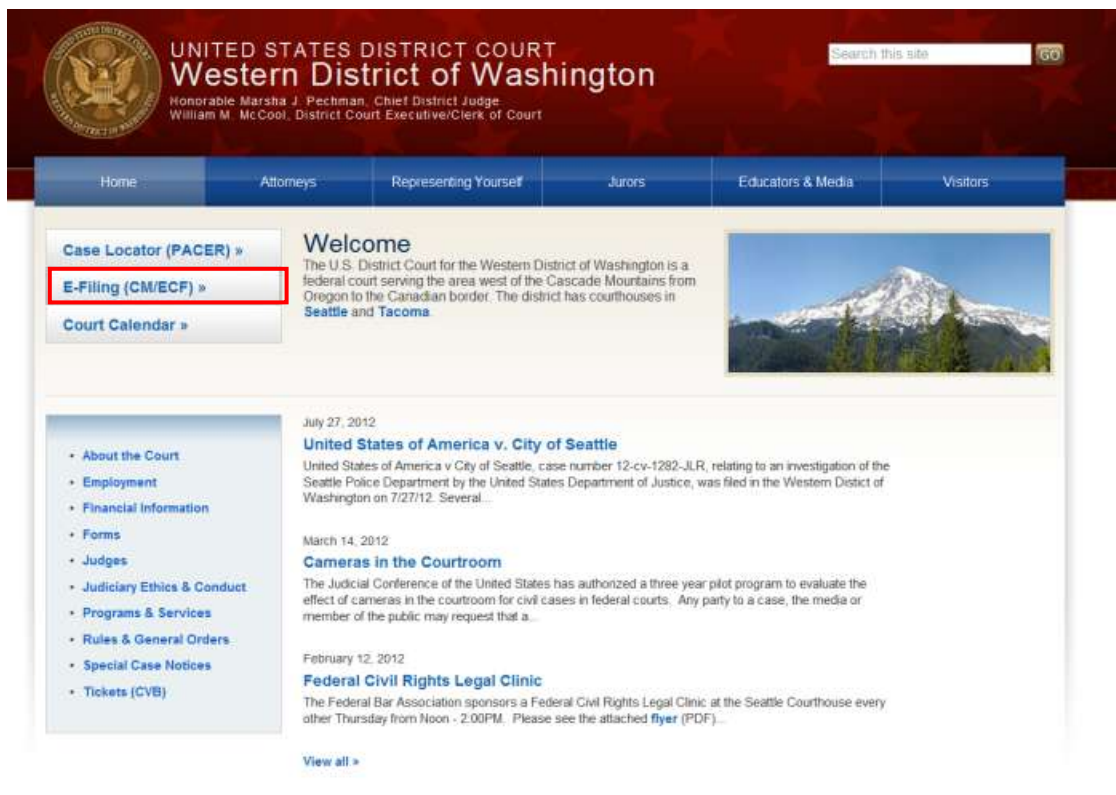
- Only documents in PDF format will be accepted by the ECF system, so these documents must be converted from their native word processing application to PDF.
- If PDF conversion software is not included with a word processing program, the user must install the software.
- Before transmitting to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.
- PDF/A is a standard format that allows for the long-term archiving of electronic documents with the assurance that the documents will be accessible in the future. CM/ECF will accept PDF and PDF/A documents.

## ENTERING THE ELECTRONIC FILING SYSTEM

### How to Access ECF

Access the Western District of Washington Court webpage at:

<http://www.wawd.uscourts.gov>, and select E-Filing (CM/ECF).



On the CM/ECF page, select **Access CM/ECF**

## CM/ECF

**CM/ECF** is the court's online case management and electronic case filing application. This tool enables participating attorneys and litigants to submit pleadings and corresponding documents electronically to the court and allows the court to file, maintain, and retrieve case file information. CM/ECF filing is required for attorneys and encouraged for those representing themselves ("pro se" filers). A related service, **PACER**, allows users to obtain case and docket information online.

### CM/ECF Registration

Please review the [requirements](#) and submit the appropriate form:

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Training on CM/ECF is offered by the court. Contact ECF Support ([cmecf@wawd.uscourts.gov](mailto:cmecf@wawd.uscourts.gov)) for the next available class.

**Access CM/ECF**

**ECF Support** is available from 8:00 AM to 5:00 PM Monday through Friday:

[cmecf@wawd.uscourts.gov](mailto:cmecf@wawd.uscourts.gov)  
(206) 370-8440 or  
(866) 323-9293 (toll free)

You are directed to the 'Welcome' screen.



Welcome to the U.S. District Court for the United States District Court for the Western District of Washington.

[United States District Court for the Western District of Washington - Document Filing System](#)

30 June 2012

[Court Information](#)

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30June2012

[Court Information](#)

For general court information, click on the **Court Information** hyperlink to view the following information:

- Court Details
- Court Information
- PACER Details
- Case Flag Definitions

Click on '**Document Filing System**' to access the Login page.



The login page contains detailed instructions for filing.

**CM/ECF Filer or PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions for filing:**  
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

**If you received this login page as a result of a link from a Notice of Electronic Filing email:**  
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

**If you have trouble viewing a document:**  
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

**Instructions for viewing filed documents and case information:**  
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

**Difficulty logging in to file documents in CM/ECF?**  
If you have forgotten your password, the [Forgotten Password](#) program will assist you to reset the password.

### Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

### If you received this login page as a result of a link from a Notice of Electronic Filing email:

Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

### If you have trouble viewing a document:

After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "*You do not have permission to view this document*," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document. (PACER fees apply)

### Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at:  
**<http://pacer.psc.uscourts.gov>.**

### Difficulty logging in to file documents in CM/ECF?

If you have forgotten your password, the ***Forgotten Password*** program will assist you to reset the password.

## Important Notice of Redaction Responsibility

In order to login to the ECF system, you must check the following box:

☐ I understand that, if I file, I must comply with the redaction rules. I have read the notice below.

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY** - In compliance with [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), and [WAWD Local Rule CR 5.2](#), all filers must redact:

1. Dates of Birth - redact to the year of birth;
2. Names of Minor Children - redact to the initials;
3. Social Security Numbers or Taxpayer Identification Numbers - redact in their entirety;
4. Financial Accounting Information - redact to the last four digits;
5. Passport Numbers and Driver License Numbers - redact in their entirety;
6. Home addresses in criminal cases - redact to the city and state.

This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read the notice below.

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY** - In compliance with [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), and [WAWD Local Rule CR 5.2](#), all filers must redact:

1. Dates of Birth - redact to the year of birth;
2. Names of Minor Children - redact to the initials;
3. Social Security Numbers or Taxpayer Identification Numbers - redact in their entirety;
4. Financial Accounting Information - redact to the last four digits;
5. Passport Numbers and Driver License Numbers - redact in their entirety;
6. Home addresses in criminal cases - redact to the city and state.

This requirement applies to all documents, including attachments.

- Verify that you have entered your ECF login and password correctly. If not, click on the **RESET** button to erase the Login and Password entries and re-enter the correct information.
- After you enter the correct login and password information, click on the **LOGIN** button to transmit your user information to the ECF system.
- If the ECF system does not recognize your login and password, it will display the following error message on a new screen:



Your ECF or PACER login attempt failed. Either your login name or password is incorrect.

[Back](#)

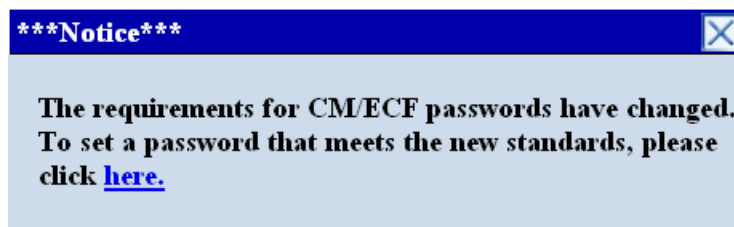
- Click on the browser BACK button and re-enter your correct login and password.

## CM/ECF PASSWORD REQUIREMENTS

Passwords must be:

- At least eight characters long
- Include both uppercase and lowercase alphabetic characters
- At least one digit or special character (for example, 0-9, @, #, \$, %, &, \*, +).

After logging in with your current password, a pop-up message will instruct you to change your password.



When you click on *the here* link, the following screen appears. Change your password and then click Submit. You will no longer receive the pop up message.

More User Information for Sam Pythagoras

Login	pyth	Last login	09-23-2010 18:13
Password	<input type="password"/>	Current login	09-23-2010 18:13
	<small>minimum 8, upper- &amp; lower-case letters; include digit or special character</small>	Create date	07/11/2007
Registered Y		Update date	07/11/2007
Internet Credit Card N			
Default Printer			
Additional Printers			
Groups	Attorney		
<input type="button" value="Submit"/>	<input type="button" value="Clear"/>		



## Can't Login?

- Go to the CM/ECF [Forgotten Password](#) site
- Enter your ECF Login ID (contact ECF Support 206-370-8440, 866-323-9293) if you don't know it)
- You will receive an e-mail notification with a URL link. Click on the link and enter your Login ID again with a new password (that meets the new standards above).
- A confirmation page will link you to the ECF login page when you can login with your new password.

## SECURITY FEATURES

### Multiple Login Attempts

As added security, After 5 invalid login attempts your ability to log in will be locked for 5 minutes.

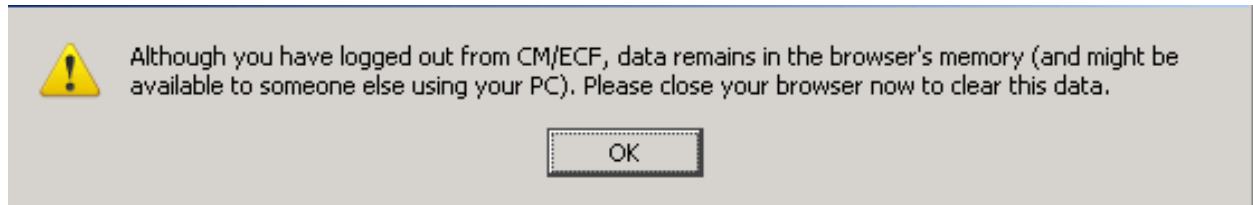
You will receive the following message: **"Your account is temporarily disabled because an incorrect password was given 5 times. If you do not know who entered the incorrect passwords, or if you need to have your password changed, please contact the System Administrator. Otherwise, please try again in approximately 5 minutes."**

After the initial five minute timeout period has expired, the next failed login attempt will increase the timeout period to six minutes in the future. After the new six minute timeout period has expired, the next failed attempt will increase the timeout period to seven minutes in the future, and so on.

**If you receive this message as a result of a forgotten password, you can reset your CM/ECF password using the [Forgotten Password](#) link on the CM/ECF login page.**

## Browser Reminder on Logout

When you click **Logout** from the main blue menu bar, the following pop-up message will appear:



## Browser Compatibility

A browser compatibility message appears on the login page:

*CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, and Internet Explorer 6.0 and 7.0.*

*“CM/ECF has been tested and works correctly with Firefox 3.5 and Internet Explorer 7.0 and 8.0.”*

If you are using a different version of these browsers or are using another type of browser, you may experience problems filing or viewing documents in CM/ECF. So, be aware that upgrading your internet browser or PDF software could cause compatibility issues with CM/ECF.

After ECF accepts your login and password, the Main ECF screen will display with a *blue* functional selection menu bar at the top.



## Login Date and Time



The date and time you last logged into the system appears at the bottom of this screen.

- You should review this information each time you login for security reasons.
- If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, call the ECF Support (1-866-323-9293) with this information as soon as possible.

## The ECF Blue Menu Bar

- **Civil:** Electronically file civil case pleadings, motions, and other civil court documents.
- **Criminal:** Electronically file criminal case pleadings, motions, and other criminal court documents.
- **Query:** Search ECF by specific case number or party name to retrieve information and documents relevant to the case. You must login to PACER before you can query a case.
- **Reports:** Retrieve docket sheets and cases-filed reports. You must login to PACER before you can view most ECF reports.
- **Utilities:** View your personal ECF transaction log and maintain personal ECF account information.
- **Search:** Search for filing events for quick access.
- **Logout:** Exit from ECF. This prevents further filing with your password until the next time you log in.

## General Procedures

### Manipulating the Screens

Each screen has the following two buttons:

- **CLEAR** - Use this button to remove all characters entered in a field on that screen.

- **NEXT** or **SUBMIT** – Use these buttons to accept entered data, display the next data-entry screen and commit and finalize your transaction.

## Correcting a Mistake

- Use the BACK button on the browser toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.
- You can use the Back button of your browser to correct data entry until you see the “Attention” warning message.
- Once you click on the next button after seeing this message you will have no further opportunity to go back and correct any mistakes.

## Noting Date

The noting date (ripe date) puts the motion on the court calendar and sets the briefing schedule. This noting date triggers the date for the response and reply.

- All motions shall include in the caption (immediately below the title of the motion) the date the motion is to be noted for consideration upon the court’s motion calendar. (See CR 7(d) and CrR12 for form and scheduling motions and briefing deadlines.)

## Linking Documents

To link the document you are currently filing to a previously filed document, check the box in front of “Should the document you are filing link to another document in this case?”

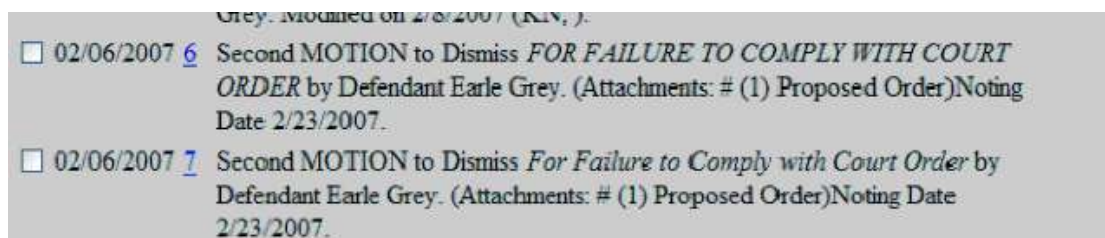
☐ Should the document you are filing link to another document in this case?

Filed  to

Documents  to

You also have the option of entering filed dates or document numbers if you would like to further narrow your search.

Once you click NEXT you are presented with a list of documents that match your search criteria. Click the checkbox for the document you wish to link to and click NEXT.



The docket text indicates the link.

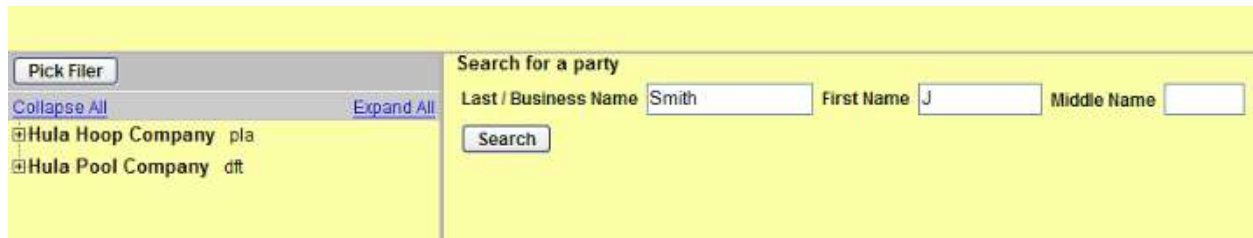
**BRIEF re [7] Second MOTION to Dismiss *For Failure to Comply with Court Order* by Defendant Earle Grey.**

## Adding a Party to Your Case

You may need to add a party to the ECF system. If the party you represent is not listed in the left pane Participant Tree, click on **New Filer** in the right pane.

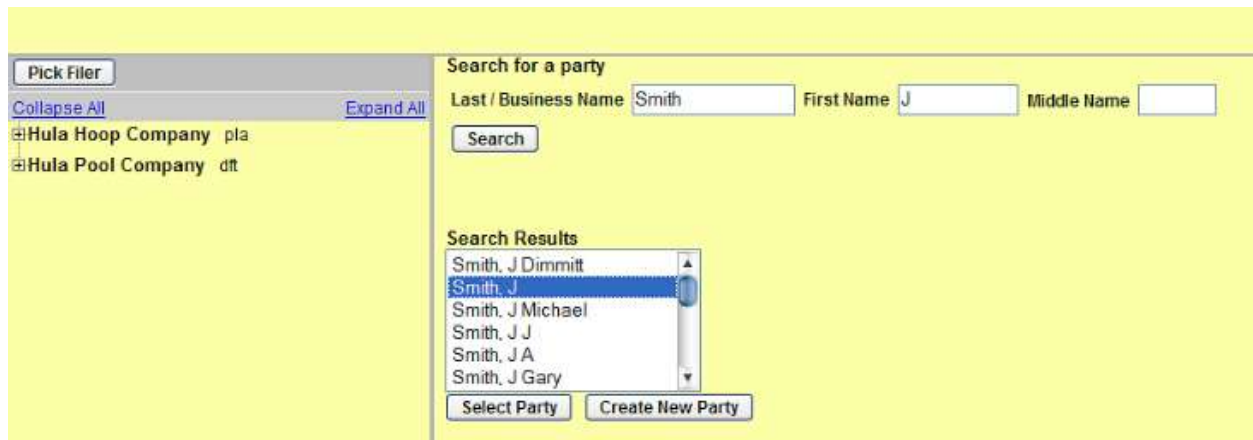


You must first perform a search to see if your party is already entered on the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the business name. Click **SEARCH**.



The screenshot shows the ECF search interface. On the left, there is a 'Pick Filer' button and a list of companies: 'Hula Hoop Company pla' and 'Hula Pool Company dft'. Above the list are 'Collapse All' and 'Expand All' links. On the right, there is a 'Search for a party' section with three input fields: 'Last / Business Name' (containing 'Smith'), 'First Name' (containing 'J'), and 'Middle Name' (empty). Below these fields is a 'Search' button.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **Select Party**.



The screenshot shows the ECF search interface with search results. The search form on the right is the same as in the previous screenshot. Below the search form, there is a 'Search Results' section with a list of names: 'Smith, J Dimmitt', 'Smith, J', 'Smith, J Michael', 'Smith, J J', 'Smith, J A', and 'Smith, J Gary'. The name 'Smith, J' is highlighted. Below the list are two buttons: 'Select Party' and 'Create New Party'.

If a match is not found, or your party does not appear in the list, click **Create New Party**.

**Pick Filer**

[Collapse All](#) [Expand All](#)

- Hula Hoop Company pla
- Hula Pool Company dft

**Search for a party**

Last / Business Name  First Name  Middle Name

**Search Results**

- Smith, J Dimmitt
- Smith, J
- Smith, J Michael
- Smith, J J
- Smith, J A
- Smith, J Gary

ECF displays the Party Information screen. Choose the appropriate **Role** from the drop down list.

**Party Information**

J Smith

Title

Role

Pro se

Prisoner Id

Office

Address1

Address2

Address3

State

Prison

Phone

E-mail

Party text

Start date  End date

Corporation  Notice

[Start a New Search](#)

Enter the **Party Text**, if applicable.



**Party Information**  
J Smith

Title

Role

Pro se

Prisoner Id  Unit

Office

Address1

Address 2  ☐ Show this address on the docket sheet

Address 3  City

State  Zip  Country

Prison

Phone  Fax

E-mail

Party text

Start date  End date

Corporation  Notice

[Start a New Search](#)

Leave all other fields **blank except** if you are adding a pro se party. Then enter their address under the **Address, City, State, and Zip code** fields. Click **Add Party**.

The newly added party appears in the left pane Participant Tree.

**Select the filer.**

Select the Party:

- Hula Hoop Company [pla]
- Hula Pool Company [dft]
- Smith, J [ip]

Use the Participant Tree icons to:

- Edit the newly added party.
- Delete the newly added party.
- Add an alias or attorney for the newly added party.
- Corporate Parent is not used in this district. Instead a Corporate Disclosure Statement is filed.

In the right pane, the newly added party appears in the **Select the Party** screen.

To add another party, click **New Filer** and follow the same process, otherwise click **Next** to continue.

## Civil Events

### Filing Documents for Civil Cases

The steps involved in filing a civil document are:

- Select the type of document to file.
- Enter the case number.
- Search for a filing event under **Available Events**.
- Designate the party or parties filing the document.
- Indicate oral argument.
- Attach and upload the PDF document to be filed.
- Add attachments to the document being filed.
- Modify docket text as necessary.
- View the final text and submit the document.
- Receive notification of electronic filing.

**Select the type of document to file.**

This section describes the process for filing a motion in ECF. The process is similar for filing other pleadings.

Select **Civil** from the *blue* menu bar at the top of the ECF screen.



Select **Motions** under **Motions and Related Filings**.



### Enter the case number.

Enter the case number, and then click **Find This Case**. ECF will search the court's database for the case number.

(Note: Pro se parties registered for e-filing will see a list of cases to choose from. The case number does not have to be entered)

A screenshot of the 'Motions' search interface. It features a text input field labeled 'Civil Case Number or Numbers' containing the text '7-3055'. To the right of the input field is a button labeled 'Find This Case'. A red arrow points to this button. Below the input field are two buttons: 'Next' and 'Clear'.

If multiple cases are found for the same case number, they are displayed for selection.

Civil Case Number or Numbers

2:07-cv-3055 Hide Case List

Select a case:

☒ 2:07-cv-03055-JLR Pitt v. Clooney

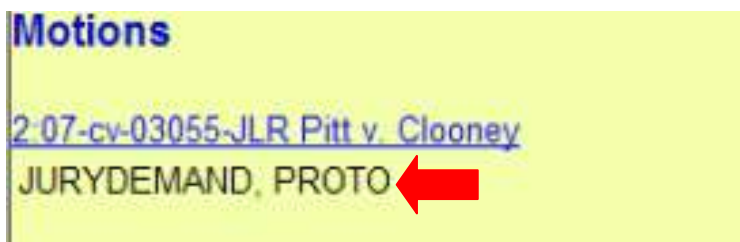
☐ 2:07-mc-03055 Pitt v. Clooney

☐ 3:07-cv-03055 Pitt v. Clooney

Next Clear

Click NEXT to continue.

Case Flag Definitions appear under the case caption.



To view the docket sheet for the case, click on the case caption.



This will launch a new PACER login page. You will be prompted for your PACER login and password.

# PACER Login

## Instructions

Enter your PACER login and password. If you do not have a PACER login, you can create one. If you have a PACER login and password, and would like to automatically log in to PACER each time you log

☐ Make this my default PACER login

After checking this box, you will only need to use your **CM/ECF** login and password.

**Authentication**  
Login:   
Password:   
Client code:

## Search for a filing event.

The **Available Events** screen allows you to search for an available filing event within **Motions**. Type at least the first three letters of the description of the document you wish to file.

Click your selection, or use arrows to highlight it and press Enter.  
**Available Events** (click to select an event)  
**Preliminary Injunction**  
   
**Selected Event**

Click on the event name to select it. In this example: **Preliminary Injunction**.

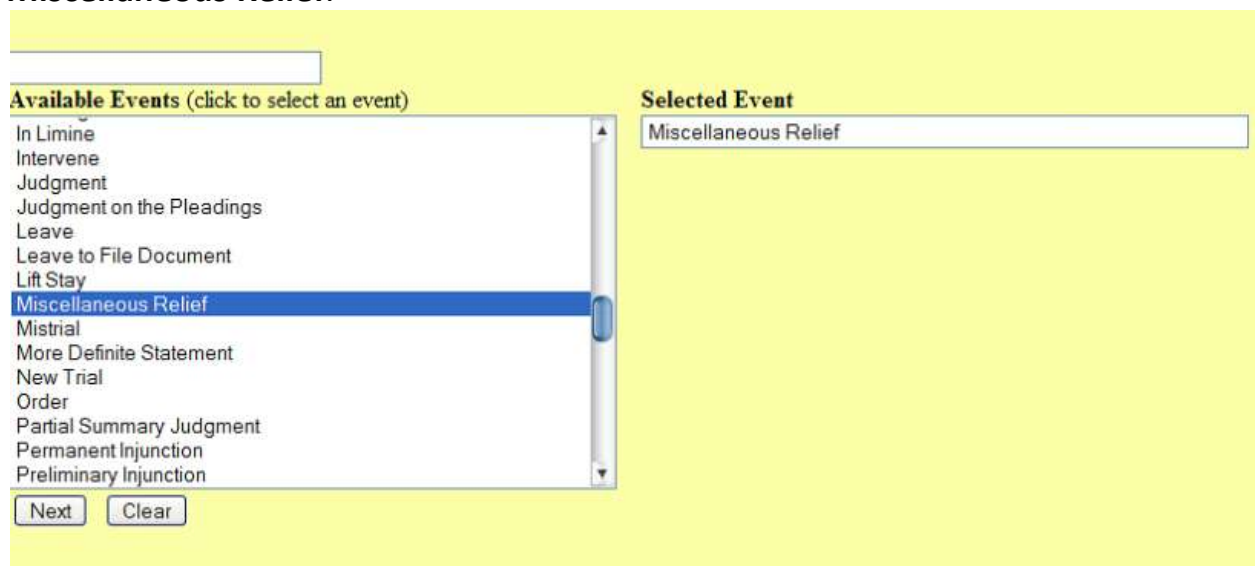
**Available Events** (click to select an event)  
In Limine  
Intervene  
Judgment  
Judgment on the Pleadings  
Leave  
Leave to File Document  
Lift Stay  
Miscellaneous Relief  
Mistrial  
More Definite Statement  
New Trial  
Order  
Partial Summary Judgment  
Permanent Injunction  
**Preliminary Injunction**  
   
**Selected Event**

**Preliminary Injunction** now shows in the **Selected Event** list.

If you select the wrong event, click on it under **Selected Events** and it is removed from the list. Click **NEXT** to continue.

### **“Miscellaneous Relief” under Available Events**

If the type of motion you are looking for does not appear on the list, select **Miscellaneous Relief**.




The screenshot shows a web interface with a yellow background. At the top left is a search bar. Below it, the section "Available Events (click to select an event)" contains a scrollable list of legal events. "Miscellaneous Relief" is highlighted with a blue background. To the right, the "Selected Event" section shows "Miscellaneous Relief" in a text box. At the bottom of the "Available Events" list are "Next" and "Clear" buttons.

Available Events (click to select an event)	Selected Event
In Limine	Miscellaneous Relief
Intervene	
Judgment	
Judgment on the Pleadings	
Leave	
Leave to File Document	
Lift Stay	
<b>Miscellaneous Relief</b>	
Mistrial	
More Definite Statement	
New Trial	
Order	
Partial Summary Judgment	
Permanent Injunction	
Preliminary Injunction	

Next Clear

You will be prompted to enter the relief requested in your motion .



The screenshot shows a web interface with a yellow background. It features a label "Relief requested in motion:" followed by a text input field. Below the input field are "Next" and "Clear" buttons.

Relief requested in motion:

Next Clear

## Designate the party or parties filing the document.

- Highlight the name of the party or parties for whom you are filing the motion. NOTE: If you represent all defendants or all plaintiffs you may select the entire group by holding down the **CONTROL** key while pointing and clicking on each party of the group.

The screenshot shows a software interface for selecting a filer. On the left, a tree view under the 'Pick Filer' header shows a hierarchy: 'Hula Hoop Company pla' (expanded) containing 'Attorney' (expanded) with sub-items 'Dinah Jackson' and 'Jack Frost', and 'Hula Pool Company dft' (expanded) containing 'Attorney' (expanded) with sub-item 'Test Attorney'. Links for 'Collapse All' and 'Expand All' are at the top of the tree. On the right, the 'Select the filer.' section has a 'Select the Party:' label above a list box. The list box contains 'Hula Hoop Company [pla]' (highlighted) and 'Hula Pool Company [dft]'. At the bottom right are three buttons: 'Next', 'Clear', and 'New Filer'.

After highlighting the parties to the motion, click on the **NEXT** button.

**FILER TIP:** If your party does not appear, you can click **New Filer** as outlined in *Adding a Party to Your Case*.

## Indicate oral argument.

### Oral Argument

Per LCR 7(b)(4), unless otherwise ordered by the court, all motions will be decided by the court without oral argument. Counsel shall not appear on the date the motion is noted unless directed by the court.

A party desiring oral argument shall so indicate by including the words “ORAL ARGUMENT REQUESTED” in the caption of its motion or responsive memorandum. If a request for oral argument is granted, the clerk will notify the parties of the date and time for argument.

Does the CAPTION of this motion include a request for ORAL ARGUMENT?

Next

Clear

The CAPTION of your document MUST contain the words **ORAL ARGUMENT** to comply with Local Rule CR 7(b)(4).

**The Court will notify you if ORAL ARGUMENT is granted.**

Next

Clear



## Attach and upload the PDF document to be filed.

Click **BROWSE** under **Main Document**. Search your computer for the main document to be filed, in this example, the motion.

Please attach the proposed order to the motion.

**REMEMBER!** After filing, e-mail the proposed order in Word or WordPerfect format to the appropriate judge. Include the case # and title of the order in the subject line of the e-mail.  
(Proposed Orders for Bill of Cost and Default Judgment should be e-mailed to the Clerk of the Court at WAWDClerk\_wawd.uscourts.gov@example.com)

**Describe attachments using the Category list, the Description box, or both**

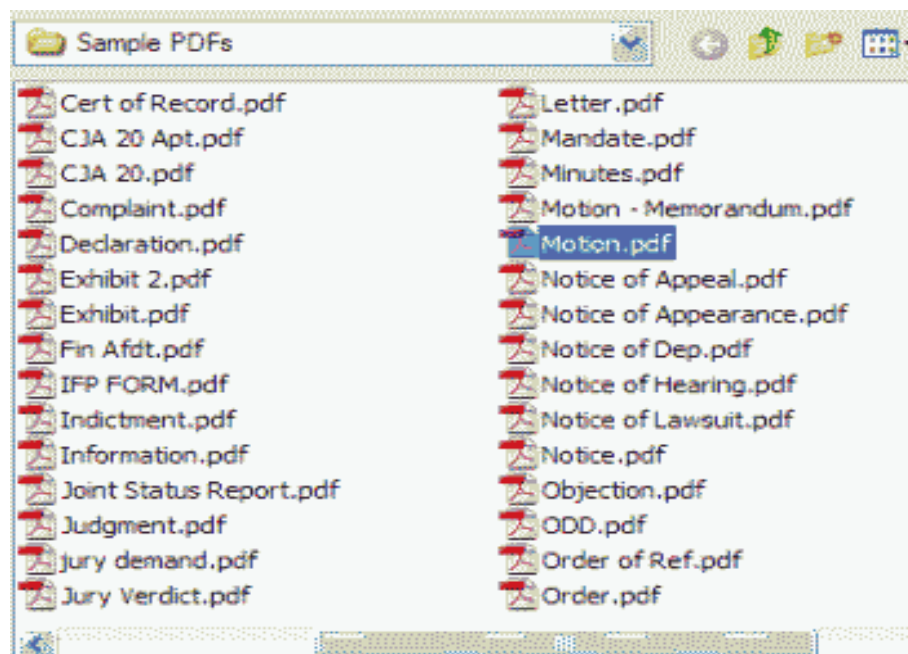
Select the pdf document and any attachments.

Main Document

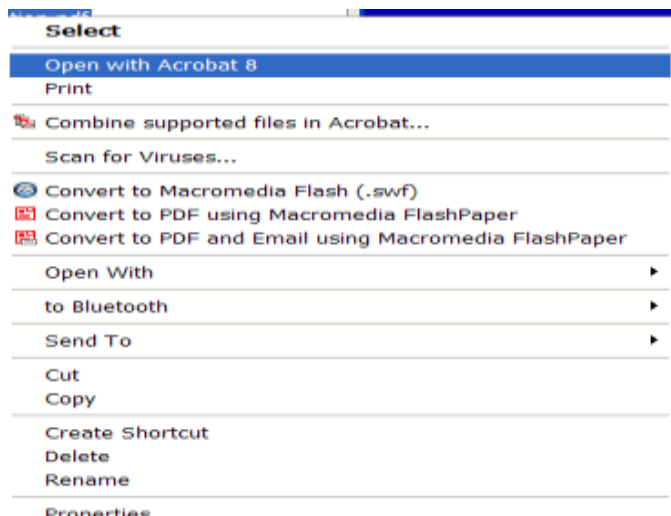
Attachments Category Description

1.

Navigate to the appropriate directory and file name to select the PDF document you wish to file. Your document should already be in PDF format.



It is recommended that you right click on the file name of the document and open it in order to verify that you have selected the correct document and that it contains all pages.



Choose Open with Acrobat and your Adobe Acrobat program will launch and open the PDF document that you selected. Once you have verified the document is correct, close Adobe Acrobat and click on the **OPEN** button, or double-click on the file name.

ECF inserts the PDF file name and location. NOTE: You do not have to name your document. ECF will name it “Motion for Preliminary Injunction” because of what you selected in previous screens.

Please attach the proposed order to the motion.

**REMEMBER!** After filing, e-mail the proposed order in Word or WordPerfect format to the appropriate judge. Include the case # and title of the order in the subject line of the e-mail. (Proposed Orders for Bill of Cost and Default Judgment should be e-mailed to the Clerk of the Court at [WAWDClerk\\_wawd.uscourts.gov@example.com](mailto:WAWDClerk_wawd.uscourts.gov@example.com))

Date document filed (mandatory)

6/8/2010

Select the pdf document and any attachments.

Main Document

S:\ECF Team\Sample PDFs\Motion.pdf

Attachments

Category

Description

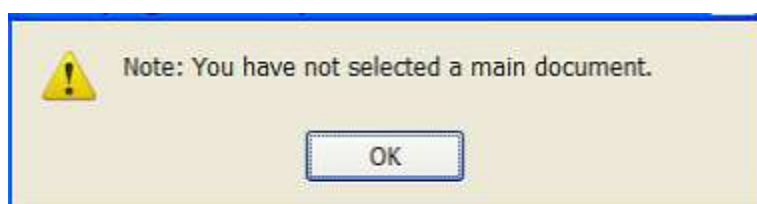
1.

In the event you selected and highlighted a file that is not in PDF format, ECF will display the following error message after you click on the NEXT button:

**ERROR: Document is not a well-formed PDF document (no further information is available).**

Click on the BACK button and ECF will return to the Motions screen. Select and highlight the PDF file of your pleading and proceed as before.

If you fail to select a document to file with your pleading, ECF will display this error message:



If you click OK from this screen depicted above ECF will return you to the Motions screen. You cannot proceed without attaching a PDF document.

## Add attachments to documents being filed.

To attach the proposed order to your motion, click **Browse** under **Attachments**.

Please attach the proposed order to the motion.

**REMEMBER!** After filing, e-mail the proposed order in Word or WordPerfect format to the appropriate judge. Include the case # and title of the order in the subject line of the e-mail. (Proposed Orders for Bill of Cost and Default Judgment should be e-mailed to the Clerk of the Court at [WAWDClerk\\_wawd.uscourts.gov@example.com](mailto:WAWDClerk_wawd.uscourts.gov@example.com))

Date document filed (mandatory)  
6/8/2010

---

Select the pdf document and any attachments.

Main Document  
S:\ECF Team\Sample PDFs\Motion.pdf

---

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>		<input type="text"/> <input type="button" value="v"/>

Search your computer in the same manner for the proposed order document.

Please attach the proposed order to the motion.

**REMEMBER!** After filing, e-mail the proposed order in Word or WordPerfect format to the appropriate judge. Include the case # and title of the order in the subject line of the e-mail.  
(Proposed Orders for Bill of Cost and Default Judgment should be e-mailed to the Clerk of the Court at WAWDClerk\_wawd.uscourts.gov@example.com)

Date document filed (mandatory)  
6/8/2010

---

Select the pdf document and any attachments.

Main Document  
S:\ECF Team\Sample PDFs\Motion.pdf

---

Attachments	Category	Description
1. S:\ECF Team\Sample PDFs\Order.pdf <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Since ECF doesn't name your attachments like it does the main document, you must either choose the **Category** drop down menu or **Description** text box where you can type a description, or both. If you choose both **Category** and **Description**, ECF will display the Category name first, then the Description in the docket text.

Please attach the proposed order to the motion.

**REMEMBER!** After filing, e-mail the proposed order in Word or WordPerfect format to the appropriate judge. Include the case # and title of the order in the subject line of the e-mail.  
(Proposed Orders for Bill of Cost and Default Judgment should be e-mailed to the Clerk of the Court at WAWDClerk\_wawd.uscourts.gov@example.com)

Date document filed (mandatory)  
6/8/2010


---

Select the pdf document and any attachments.

Main Document  
S:\ECF Team\Sample PDFs\Motion.pdf

---

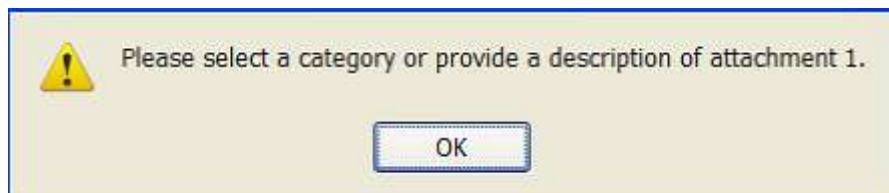
Attachments	Category	Description
1. S:\ECF Team\Sample PDFs\Order.pdf <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>



Appendix  
Civil Cover Sheet  
Enrols  
Exhibit  
Supplement  
Proposed Order  
Certificate of Service  
Proposed Acceptance of Plea  
Report on Copyrights (AO Form 121)  
Report on Patents and Trademarks (AO Form 120)

Attachments	Category	Description
1. S:\ECF Team\Sample PDFs\Order.pdf <input data-bbox="548 275 618 300" type="button" value="Browse..."/>	Proposed Order <input data-bbox="1036 275 1057 300" type="button" value="v"/>	<input data-bbox="1284 275 1360 300" type="button" value="Remove"/>
2. <input data-bbox="224 331 532 363" type="text" value=""/> <input data-bbox="548 331 618 357" type="button" value="Browse..."/>	<input data-bbox="646 331 1068 363" type="text" value=""/> <input data-bbox="1036 331 1057 357" type="button" value="v"/>	<input data-bbox="1084 331 1263 363" type="text" value=""/>

You will receive an error message if you attempt to skip this step:



### If You Make a Mistake

Click **Remove** and start again by clicking **Browse**.

Attachments	Category	Description
1. S:\ECF Team\Sample PDFs\Order.pdf <input data-bbox="548 1199 618 1224" type="button" value="Browse..."/>	Proposed Order <input data-bbox="1036 1199 1057 1224" type="button" value="v"/>	<input data-bbox="1284 1199 1360 1224" type="button" value="Remove"/>
2. <input data-bbox="224 1255 532 1287" type="text" value=""/> <input data-bbox="548 1255 618 1281" type="button" value="Browse..."/>	<input data-bbox="646 1255 1068 1287" type="text" value=""/> <input data-bbox="1036 1255 1057 1281" type="button" value="v"/>	<input data-bbox="1084 1255 1263 1287" type="text" value=""/>

If you have more attachments, click **Browse** under **Attachment #2**. Additional attachment fields display when you complete the previous fields.

After you have added all of the desired PDF documents as attachments, click **NEXT**.

**Note the motion (See previous section “Noting Date”)**

Click Next.

### PROPERLY NOTE MOTIONS IN COMPLIANCE WITH CR 7

Next

Clear

Enter the correct noting date per LCR 7 for the Motion you are filing and then click **NEXT**.

### *Motion for Preliminary Injunction*

#### Noting Date

Date

Calendar

Next

Clear

### Using the Calendar Feature

Clicking on **Calendar** will display the current month's calendar, which can be changed by clicking on the < or > symbols.

June		2010				
<<	<	Today	>	>>		
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



## Modify docket text.

In the Motions category, you are given two opportunities to further describe the filing.

1. Click on the modifier drop-down list. Select a modifier if appropriate.

Docket Text: Modify as Appropriate.

▼ MOTION for Preliminary Injunction [ ] by Plaintiff Hula Hoop Company. (Attachments: # (1) Proposed Order) Noting (Frost, Jack)

Second  
Third  
Fourth  
Fifth  
Sixth  
Seventh  
Eighth  
Ninth  
Tenth  
Agreed  
Amended  
Cross  
Emergency  
Endorsed  
Final  
Interim  
Interlocutory  
Joint  
Monthly

2. Click in the open text (white box) area to type additional text for the description of the pleading.

Docket Text: Modify as Appropriate.

▼ MOTION for Preliminary Injunction of defendant's actions [ ] by Plaintiff Hula Hoop Company. (Attachments: # (1) Proposed Order) Noting Date 6/25/2010, (Frost, Jack)

Next Clear

## View the final text and submit the filing.

Docket Text: Final Text

MOTION for Preliminary Injunction of defendant's actions by Plaintiff Hula Hoop Company. (Attachments: # (1) Proposed Order) Noting Date 6/25/2010, (Frost, Jack)

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.



***“Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.”***

View the file path and filename feature that displays on the Final Docket Text screen during docketing. This will allow you to confirm that the proper documents have been uploaded before posting the document.

***Source Document Path (for confirmation only):***

Motion.pdf    pages: 1

Order.pdf    pages: 1

Review the docket text and correct any errors. If you need to modify anything on a previous screen, click the BACK button on the browser toolbar to find the screen you wish to alter. Click **NEXT** to file and docket the pleading.

**If You Need to Cancel the Filing**

At any time prior to this step, you can abort the ECF filing by clicking on any menu on the Blue ECF menu bar at the top of your screen. ECF will reset to the beginning of the process you just selected.



## Receive Notification of Electronic Filing.

**Motions**  
[2:10-cv-00888 Hula Hoop Company v. Hula Pool Company](#)  
[JURYDEMAND](#)

U.S. District Court  
United States District Court for the Western District of Washington

**Notice of Electronic Filing**

The following transaction was entered by Frost, Jack on 6/8/2010 at 11:00 AM PDT and filed on 6/8/2010

Case Name: Hula Hoop Company v. Hula Pool Company  
Case Number: [2:10-cv-00888](#)  
Filer: Hula Hoop Company  
Document Number: [2](#)

Docket Text:  
**MOTION for Preliminary Injunction of defendant's actions by Plaintiff Hula Hoop Company.** (Attachments: # (1) Proposed Order) Noting Date 6/25/2010, (Frost, Jack)

2:10-cv-00888 Notice has been electronically mailed to:

2:10-cv-00888 Notice will not be electronically mailed to:

Test Attorney

Dinah Jackson

Jack Frost  
1234 CHATTER LANE  
FROSTBITE FALLS, WA 99123

ECF opens a new window displaying an ECF filing receipt, called the **Notice of Electronic Filing**. This notice provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.

- To print the notice, select **PRINT** on the browser toolbar to print the document receipt.
- To save the notice, select **FILE** on the browser menu bar, and choose **SAVE AS** from the drop-down.

## E-Mail Notification of Documents That Were Filed

- After a pleading is electronically filed, the ECF System sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their e-mail addresses to the court.

- It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and pro se parties who have indicated they do NOT have e-mail accounts.
- The filer and individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. This "free look" expires after 15 days.
- The court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through your PACER account and is subject to regular PACER fees.

## Criminal Events

### Filing Documents for Criminal Cases

The steps involved in filing a criminal document are:

- Select the type of document to file.
- Enter the case number.
- Designate the defendant's case that the filing relates to.
- Designate the party or parties filing the document.
- Search for a filing event under **Available Events**.
- Indicate oral argument.
- Attach and upload the Main Document to be filed.
- Add attachments to the Main Document.
- Note the motion.
- Modify docket text as necessary.
- View final docket text and submit the document.
- Receive notification of electronic filing.

After successfully logging into ECF, follow these steps to file a pleading.

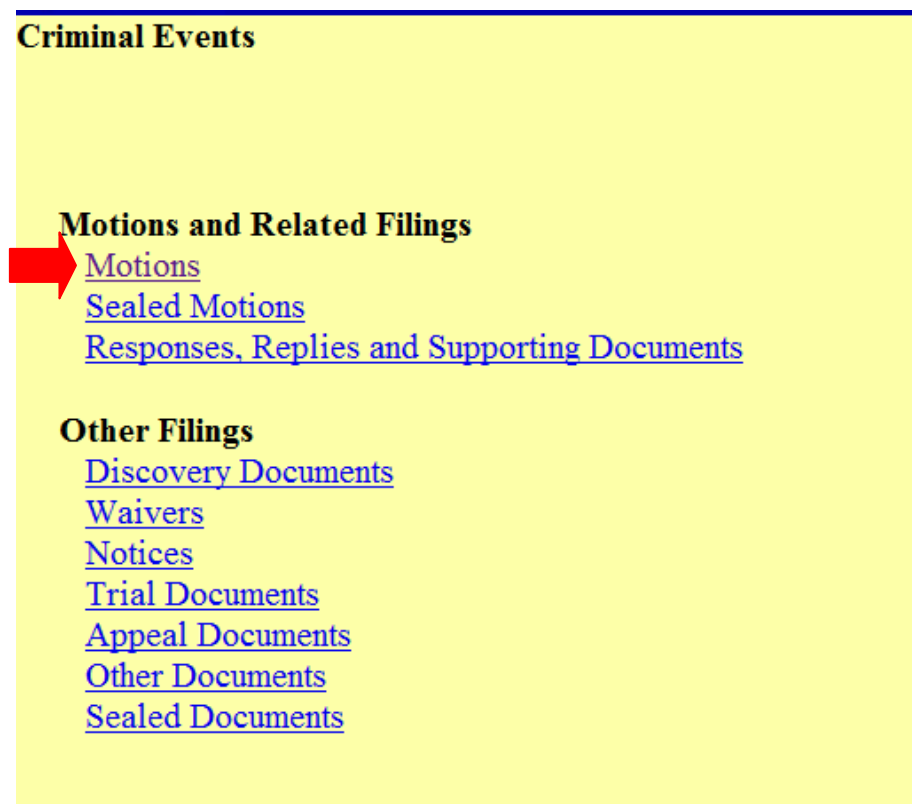
## Select the type of document to file.

This section of the User's Manual describes the process for filing a motion in ECF. The process is similar for filing other pleadings.

Select Criminal from the *blue* menu bar at the top of the ECF screen.



Select **Motions**, under **Motions and Related Filings**.




## Enter the case number.

Enter the case number, and then click **Find This Case**. ECF will search the court's database for the case number. Click **CLEAR** to re-enter a case number.

**Motions**

**Criminal Case Number**

9-183 | Find This Case 

Next Clear

**Designate the defendant that the filing relates to.**

- ECF assigns a separate case number to each defendant. Click the boxes to place a check next to each defendant's name that this filing relates to.
- If it relates to all defendants in the case, check the top box as indicated and leave the other boxes unchecked. When finished selecting defendants click NEXT.

**(Example)**

**Motions**

**Criminal Case Number**

2:09-cr-183-9 Hide Case List

Select a case:

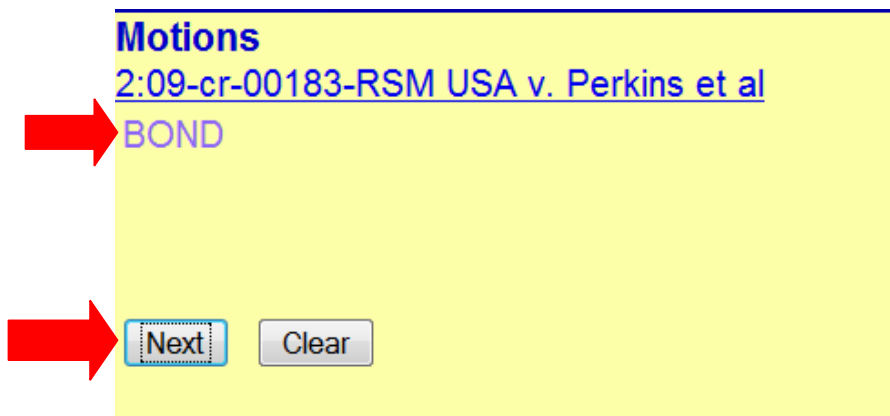
- ☐ 2:09-cr-00183-RSM USA v. Perkins et al
- ☐ 2:09-cr-00183-RSM-1 William M Perkins
- ☐ 2:09-cr-00183-RSM-2 Rogelio Diaz Aguilar
- ☐ 2:09-cr-00183-RSM-3 Timothy L Patterson
- ☐ 2:09-cr-00183-RSM-4 Samuel O Morales
- ☐ 2:09-cr-00183-RSM-5 Michael A Winchester
- ☐ 2:09-cr-00183-RSM-6 Jessie J Tostenrude
- ☐ 2:09-cr-00183-RSM-7 Annetta E Martin
- ☐ 2:09-cr-00183-RSM-8 Yehoshua James Kilp
- ☒ 2:09-cr-00183-RSM-9 Christine Andrea Brown

Next Clear

## Multi-Defendant Cases

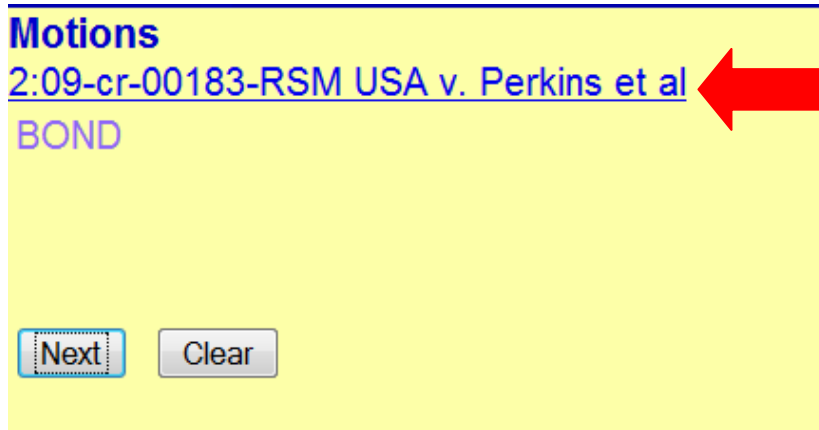
- **Do not** choose all defendants in these filings as they can adversely affect Speedy Trial settings in the case:
  - **Notice of Joinder** (choose only your client and the defendant whose Motion you are joining).
  - **Motion** (Choose only your client)
  - **Stipulated Motion or Stipulation** (Choose your client and only those defendants who are listed in the motion document).

This is a landing page. Click NEXT to continue filing.  
(Case Flag Definitions appear under the case caption.)



**Motions**  
2:09-cr-00183-RSM USA v. Perkins et al  
BOND

To view the docket sheet for the case, click on the case caption. Be aware this will launch a new PACER login page. You will be prompted for your PACER login and password.

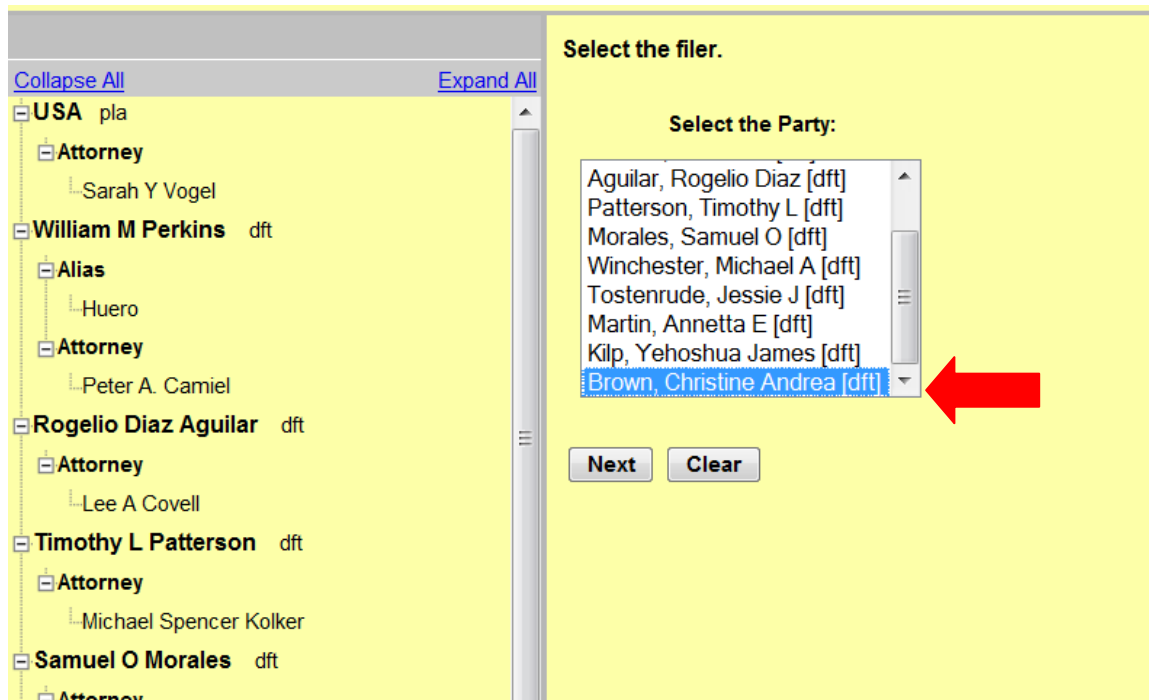


**Motions**  
2:09-cr-00183-RSM USA v. Perkins et al  
BOND

Next Clear

**Designate the party or parties filing the document.**

- The left pane contains the **Participant Tree**. Click **Expand All** to view the case participants. This is for reference only.
- The right pane contains the **Select the Filer** screen. Highlight the name of the party you represent. Click **NEXT**.



**Select the filer.**

**Select the Party:**

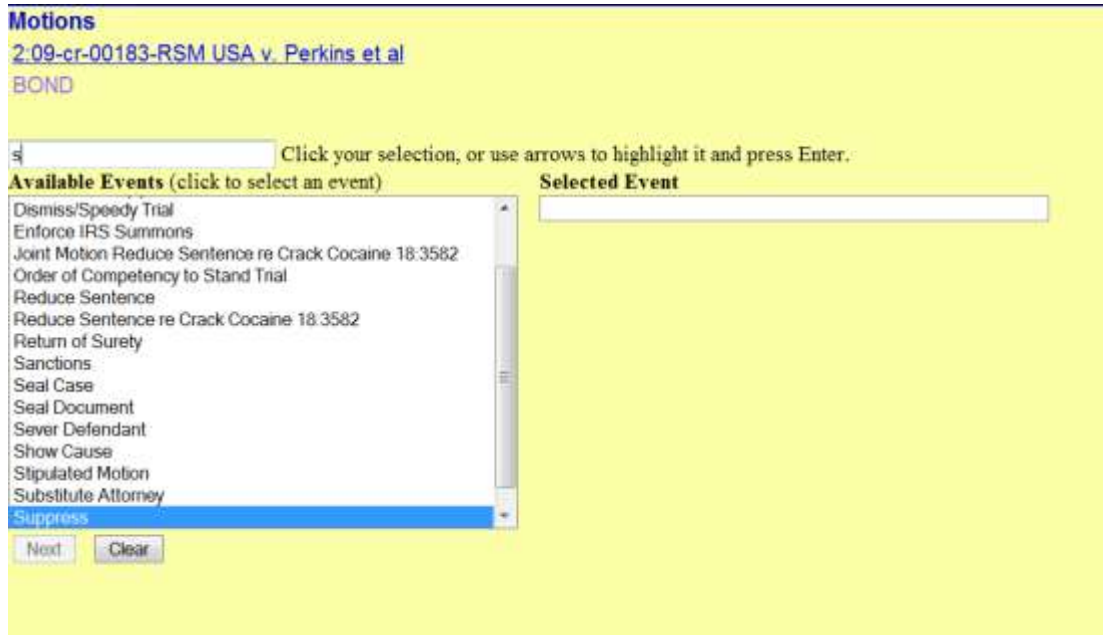
Aguilar, Rogelio Diaz [dft]  
Patterson, Timothy L [dft]  
Morales, Samuel O [dft]  
Winchester, Michael A [dft]  
Tostenrude, Jessie J [dft]  
Martin, Annetta E [dft]  
Kilp, Yehoshua James [dft]  
**Brown, Christine Andrea [dft]**

Next Clear

## Search for a filing event under Available Events

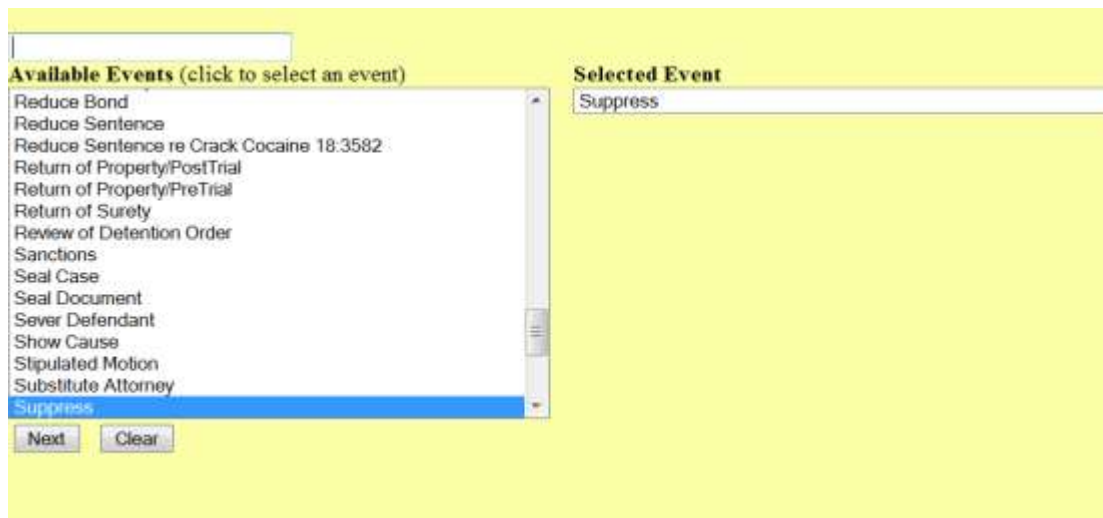
The **Available Events** screen allows you to search for an available filing event within **Motions**.

Type the name of the event. ECF will search for all events matching that name.



The screenshot shows a web interface titled "Motions". Below the title, there is a case identifier "2:09-cr-00183-RSM USA v. Perkins et al" and a tab labeled "BOND". A search bar contains the letter "s", followed by the instruction "Click your selection, or use arrows to highlight it and press Enter." Below the search bar, there are two main sections: "Available Events (click to select an event)" and "Selected Event". The "Available Events" section contains a list of events: Dismiss/Speedy Trial, Enforce IRS Summons, Joint Motion Reduce Sentence re Crack Cocaine 18:3582, Order of Competency to Stand Trial, Reduce Sentence, Reduce Sentence re Crack Cocaine 18:3582, Return of Surety, Sanctions, Seal Case, Seal Document, Sever Defendant, Show Cause, Stipulated Motion, Substitute Attorney, and Suppress. The "Suppress" event is highlighted in blue. Below the list are "Next" and "Clear" buttons. The "Selected Event" section is currently empty.

Click on the name to move it to **Selected Events**.



This screenshot shows the same "Motions" interface as the previous one, but with the "Suppress" event moved to the "Selected Event" section. The "Available Events" list now includes: Reduce Bond, Reduce Sentence, Reduce Sentence re Crack Cocaine 18:3582, Return of Property/PostTrial, Return of Property/PreTrial, Return of Surety, Review of Detention Order, Sanctions, Seal Case, Seal Document, Sever Defendant, Show Cause, Stipulated Motion, Substitute Attorney, and Suppress. The "Suppress" event is still highlighted in blue. The "Selected Event" section now contains the text "Suppress". The "Next" and "Clear" buttons remain at the bottom.

## Miscellaneous Relief

If the type of motion you are looking for does not appear on the list, select ***Miscellaneous Relief***.

The screenshot shows a web interface titled "Motions" with a yellow background. Below the title, the case name "2:09-cr-00183-RSM USA v. Perkins et al" and the word "BOND" are displayed. There is an empty text input field. Below this, the interface is divided into two main sections. The left section, titled "Available Events (click to select an event)", contains a scrollable list of motion types. The right section, titled "Selected Event", contains a text box showing the selected event. At the bottom of the left section are "Next" and "Clear" buttons.

Available Events (click to select an event)	Selected Event
Forfeiture of Property	Miscellaneous Relief
Handwriting Exemplars	
Hearing	
In Limine	
Joint Motion Reduce Sentence re Crack Cocaine 18:3582	
Judicial Recommendation Against Deportation	
Leave	
Leave to File Document	
Medical/Psychiatric Exam	
Medical/Psychiatric Treatment	
<b>Miscellaneous Relief</b>	
Mistrial	
Modify Conditions of Release	
New Trial	
Order of Competency to Stand Trial	

Next Clear

This event will prompt you to describe your motion.

The screenshot shows a text input field with the label "Relief requested in motion:" to its left. The field is empty and has a light gray border.

Relief requested in motion:

## Indicate oral argument.

- Per Local Rule CrR 12(c)(10): Unless otherwise ordered by the court, all motions will be decided by the court without oral argument. A party desiring oral argument shall so indicate by typing ORAL ARGUMENT REQUESTED in the caption of the motion or responsive brief.
- If the court determines an evidentiary hearing is appropriate or grants a request for oral argument, the clerk will notify the parties of the date and hour thereof. Counsel shall not appear on the date the motion is noted unless so directed by the court.



Indicate whether you are including a request for oral argument by typing a **Yes or No**. Click **NEXT**.

Does the CAPTION of this motion or responsive memorandum include a request for ORAL ARGUMENT?

If **yes**, review this additional screen and click **NEXT**.

The CAPTION of your document **MUST** contain the words **ORAL ARGUMENT** to comply with Local Rule CrR 12(c)(10).  
**The Court will notify you if ORAL ARGUMENT is granted.**

## Attach and upload the PDF Main Document to be filed.

Click the **BROWSE** button under **Main Document**.

Motions  
2:09-cr-00183-RSM USA v. Perkins et al  
BOND

Please attach the proposed order to the motion & remember to email the order in Word or WordPerfect format to the appropriate judge. Case # and title of the order must be in the subject line of the email.

**Describe attachments using the Category list, the Description box, or both**

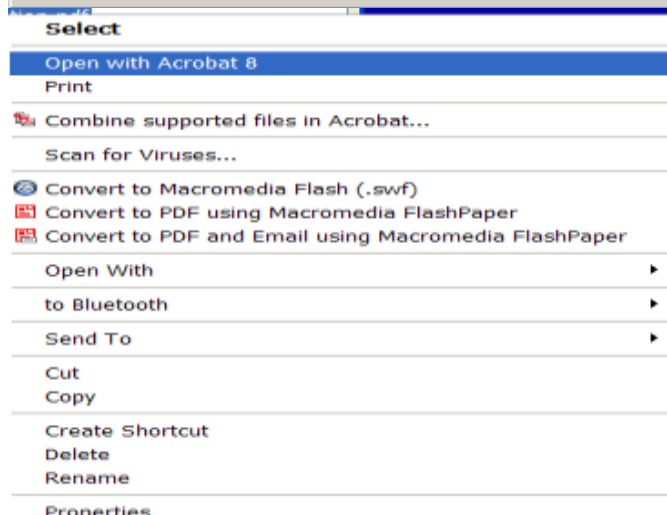
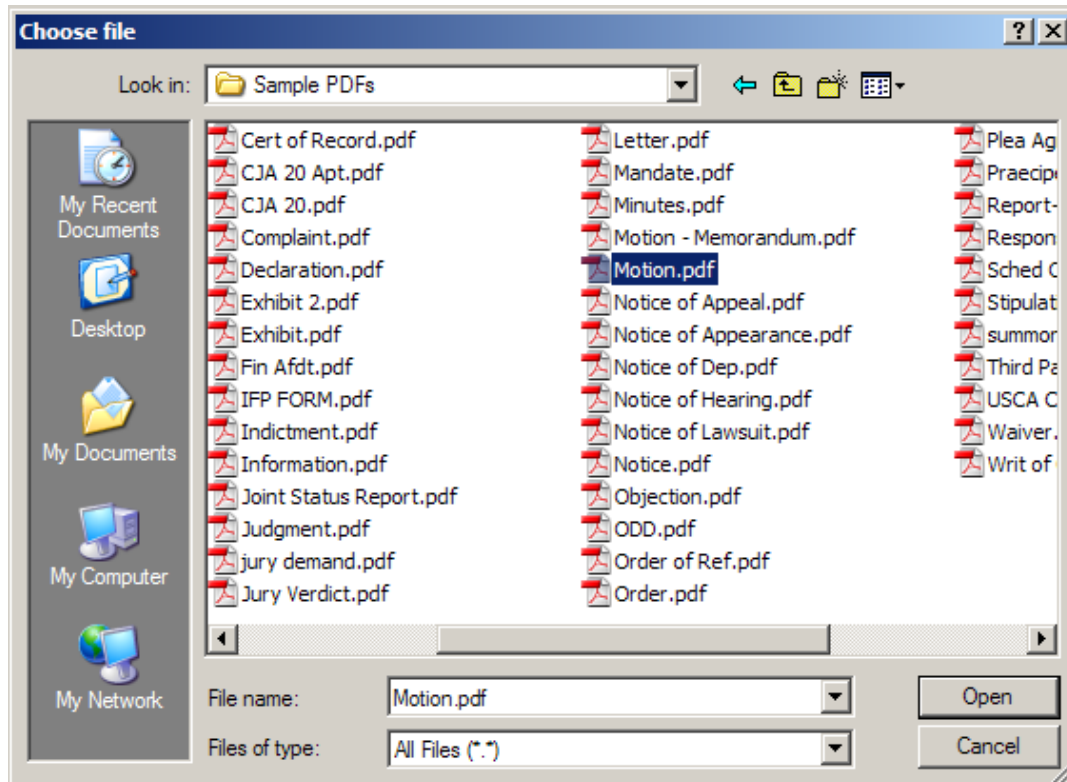
Select the pdf document and any attachments.

Main Document

Attachments      Category      Description

1.

Search your computer for the document to be filed. Find the PDF version.



It is recommended that you right click on the file name of the document and open it in order to verify that you have selected the correct document and that it contains all pages.

Choose **Open with Acrobat** and your Adobe Acrobat program will launch and open the PDF document that you selected.

Once you have verified the document is correct, close Adobe Acrobat and click on the **OPEN** button, or double-click on the file name. ECF inserts the PDF file name and location.

Please attach the proposed order to the motion & remember to email the order in Word or WordPerfect format to the appropriate of the email.

Select the pdf document and any attachments.

**Main Document**

S:\ECF Team\Sample PDFs\Motion.pdf

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

### Add attachments to the Main Document.

To attach the proposed order to your motion, click **Browse** under **Attachment 1**.

Please attach the proposed order to the motion & remember to email the order in Word or WordPerfect format to the appropriate of the email.

Select the pdf document and any attachments.

**Main Document**

S:\ECF Team\Sample PDFs\Motion.pdf

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Search your computer for the document file name of the attachment, find the document you want, double-click it and ECF will insert it in the **Filename** field.

**Main Document**  
 S:\ECF Team\Sample PDFs\Motion.pdf

Attachments	Category	Description
1. S:\ECF Team\Sample PDFs\Order.pdf <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

Choose from either the **Category** drop down menu, or **Description** text box where you can type a description, or both. If you choose both **Category** and **Description**, ECF will display the Category name first, then the Description in the docket text.

**Main Document**  
 S:\ECF Team\Sample PDFs\Motion.pdf

Attachments	Category	Description
1. S:\ECF Team\Sample PDFs\Order.pdf <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<div> Appendix  Civil Cover Sheet  Errata  Exhibit  Supplement  Proposed Order  Certificate of Service  Proposed Acceptance of Plea  Report on Copyrights (AO Form 121)  Report on Patents and Trademarks (AO Form 120) </div>	<input type="text"/>

**Main Document**  
 S:\ECF Team\Sample PDFs\Motion.pdf

Attachments	Category	Description
1. S:\ECF Team\Sample PDFs\Order.pdf <input type="button" value="Browse..."/>	Proposed Order	<input type="text"/> <input type="button" value="Remove"/>
2. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

If you make a mistake, click **Remove** and start again by clicking **Browse**.

The screenshot shows a web form with a yellow background. At the top, under 'Main Document', there is a text input field containing 'S:\ECF Team\Sample PDFs\Motion.pdf' and a 'Browse...' button. Below this is a table with three columns: 'Attachments', 'Category', and 'Description'. The first row of the table has '1.' in the first column, 'S:\ECF Team\Sample PDFs\Order.pdf' in the second, 'Proposed Order' in the third, and a 'Remove' button in the fourth. The 'Remove' button is highlighted with a red rectangular box. The second row of the table is partially filled with empty input fields. At the bottom of the form are 'Next' and 'Clear' buttons.

If you have more attachments, click Browse under Attachment #2. Additional attachment fields display when you complete the previous fields.

This screenshot is identical to the one above, showing the same web form. The 'Remove' button for the first attachment is highlighted with a red rectangular box.

After you have added all of the desired PDF documents as attachments, click **NEXT**.

In the event you selected and highlighted a file that is not in PDF format, ECF will display the following error message after you click on the **NEXT** button:

The screenshot shows a yellow background with the text 'ERROR: Document is not a well-formed PDF document (no further information is available)'. Below the text is a 'Back' button.

Click on the BACK button and ECF will return to the Motions screen. Select and highlight the PDF file of your pleading and proceed as before.

If you fail to select a document to file with your pleading, ECF will display the following error message:



If you click OK from this screen depicted above ECF will return you to the Motions screen. You cannot proceed without attaching a PDF document.

### **Note the motion.**

Refer to Local Criminal Rule CrR12.



Enter the correct noting date for the Motion you are filing and then click NEXT.

## *Motion to Suppress*

### Noting Date

Date

### Using the Calendar Feature

Clicking on Calendar will display the current month's calendar, which can be changed by clicking on the "<" or ">" symbols.

March 2012

<< < Today > >>

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Modify docket text.

In Motions, ECF allows you two opportunities to further describe your filing.

1. Click on the modifier drop-down list. Select a modifier if appropriate.

**Docket Text: Modify as Appropriate.**

MOTION to Suppress  by Christine Andrea Brown. (Attachments: # (1) Proposed Order) Noting Date 3/1/2012, (Frost, Jack)



2. Click in the open text (white box) area to type additional text for the description of the pleading.

**Docket Text: Modify as Appropriate.**

▼	<b>MOTION to Suppress</b>	evidence	<b>by Christine Andrea</b>
<b>Brown. (Attachments: # (1) Proposed Order) Noting Date 3/2/2012, (Frost, Jack)</b>			

Next Clear

Review the docket text and correct any errors. If you need to modify something on a previous screen, click the web browser **BACK** button to find the screen you wish to alter.

**Submit the filing.**



Docket Text: Final Text

**MOTION to Suppress evidence by Christine Andrea Brown. (Attachments: # (1) Proposed Order) Noting Date 3/2/2012, (Frost, Jack)**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

*Source Document Path (for confirmation only):*

Motion.pdf pages: 1

Order.pdf pages: 1

Next

Clear

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?

View the file path and file name feature that displays on the Final Docket Text screen during docketing. This will allow you to confirm that the proper documents have been uploaded before posting the document.

*Source Document Path (for confirmation only):*

Motion.pdf pages: 1

Order.pdf pages: 1

At any time prior to this step, you can abort the ECF filing or return to previous screens.

To abort the filing:

- Click on any link on the *blue* ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process you just selected.

To return to previous screens:

- Click on the web browser BACK button until you return to the desired screen

## Notice of Electronic Filing

ECF opens a new window displaying an ECF filing receipt, called the Notice of Electronic Filing.

**Notice of Electronic Filing**

The following transaction was entered by Frost, Jack on 2/13/2012 at 3:03 PM PST and filed on 2/13/2012

Case Name: USA v. Perkins et al  
Case Number: [2:09-cr-00183-RSM](#)  
Filer: Dft No. 9 - Christine Andrea Brown  
Document Number: [74](#)

**Docket Text:**  
**[MOTION to Suppress evidence by Christine Andrea Brown. \(Attachments: # \(1\) Proposed Order\) Noting Date 3/2/2012, \(Frost, Jack\)](#)**

**2:09-cr-00183-RSM-9 Notice has been electronically mailed to:**

Brent Hart [brenthartlaw\\_gmail.com@example.com](mailto:brenthartlaw_gmail.com@example.com)  
Gabriel I Banfi [GBanfiLaw\\_yahoo.com@example.com](mailto:GBanfiLaw_yahoo.com@example.com)  
Jack Frost [ecfteam@hotmail.com](mailto:ecfteam@hotmail.com)  
Jesse Guerrero Cantor [jesse\\_rioscantor.com@example.com](mailto:jesse_rioscantor.com@example.com), [susana\\_rioscantor.com@example.com](mailto:susana_rioscantor.com@example.com)  
Joseph Chalverus [joe\\_chalverus.com@example.com](mailto:joe_chalverus.com@example.com), [joechalverus\\_gmail.com@example.com](mailto:joechalverus_gmail.com@example.com)  
Kevin Atwood Peck [kpeck\\_thepecklawfirm.com@example.com](mailto:kpeck_thepecklawfirm.com@example.com), [dschow\\_thepecklawfirm.com@example.com](mailto:dschow_thepecklawfirm.com@example.com)  
Lee A Covell [leecovell\\_aol.com@example.com](mailto:leecovell_aol.com@example.com)  
Michael Spencer Kolker [mkolker\\_earthlink.net@example.com](mailto:mkolker_earthlink.net@example.com)  
Peter A. Camiel [petercamiel\\_yahoo.com@example.com](mailto:petercamiel_yahoo.com@example.com)  
Sarah Y Vogel [Sarah.Vogel\\_usdoj.gov@example.com](mailto:Sarah.Vogel_usdoj.gov@example.com), [ECF-CRM.USAWAW\\_usdoj.gov@example.com](mailto:ECF-CRM.USAWAW_usdoj.gov@example.com), [karen.wolgamuth\\_usdoj.gov@example.com](mailto:karen.wolgamuth_usdoj.gov@example.com)

**2:09-cr-00183-RSM-9 Notice will not be electronically mailed to:**

- This notice provides confirmation that ECF has registered your transaction and the pleading is now an official court document.
- It also displays the date and time of your transaction and the number that was assigned to your document.
- To print the document receipt, select **PRINT** on the browser toolbar.
- To save, select **FILE** on the browser menu bar, and choose **"Save As"** from the drop-down window.

## E-Mail Notification of Documents That Were Filed.

**Notice of Electronic Filing**

The following transaction was entered by Frost, Jack on 2/13/2012 at 3:03 PM PST and filed on 2/13/2012

**Case Name:** USA v. Perkins et al  
**Case Number:** [2:09-cr-00183-RSM](#)  
**Filer:** Dft No. 9 - Christine Andrea Brown  
**Document Number:** [74](#)

**Docket Text:**  
**MOTION to Suppress evidence by Christine Andrea Brown. (Attachments: # (1) Proposed Order) Noting Date 3/2/2012, (Frost, Jack)**

**2:09-cr-00183-RSM-9 Notice has been electronically mailed to:**

Brent Hart [brenthartlaw\\_gmail.com@example.com](mailto:brenthartlaw_gmail.com@example.com)  
Gabriel I Banfi [GBanfiLaw\\_yahoo.com@example.com](mailto:GBanfiLaw_yahoo.com@example.com)  
Jack Frost [ecfteam@hotmail.com](mailto:ecfteam@hotmail.com),  
Jesse Guerrero Cantor [jesse\\_rioscantor.com@example.com](mailto:jesse_rioscantor.com@example.com), [susana\\_rioscantor.com@example.com](mailto:susana_rioscantor.com@example.com)  
Joseph Chalverus [joe\\_chalverus.com@example.com](mailto:joe_chalverus.com@example.com), [joechalverus\\_gmail.com@example.com](mailto:joechalverus_gmail.com@example.com)  
Kevin Atwood Peck [kpeck\\_thepecklawfirm.com@example.com](mailto:kpeck_thepecklawfirm.com@example.com), [dschow\\_thepecklawfirm.com@example.com](mailto:dschow_thepecklawfirm.com@example.com)  
Lee A Covell [leecovell\\_aol.com@example.com](mailto:leecovell_aol.com@example.com)  
Michael Spencer Kolker [mkolker\\_earthlink.net@example.com](mailto:mkolker_earthlink.net@example.com)  
Peter A. Camiel [petercamiel\\_yahoo.com@example.com](mailto:petercamiel_yahoo.com@example.com)  
Sarah Y Vogel [Sarah.Vogel\\_usdoj.gov@example.com](mailto:Sarah.Vogel_usdoj.gov@example.com), [ECF-CRM.USAWAW\\_usdoj.gov@example.com](mailto:ECF-CRM.USAWAW_usdoj.gov@example.com), [karen.wolgamuth\\_usdoj.gov@example.com](mailto:karen.wolgamuth_usdoj.gov@example.com)

**2:09-cr-00183-RSM-9 Notice will not be electronically mailed to:**

- After a pleading is electronically filed, the ECF System sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their e-mail addresses to the court.
- Individuals who receive electronic notification of the filing can view the document once without charge by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing.
- This “free look” expires if the NEF is not viewed in 15 days.
- The court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through your PACER account and is subject to regular PACER fees.
- It is the responsibility of filers to send hard copies of the pleading and Notice of Electronic Filing to attorneys and pro se parties who have indicated they do not have e-mail accounts.

## Query Feature

Click on **Query** from the *blue* menu bar of ECF to search the Electronic Case Filing (ECF) system for specific case information.



ECF opens the PACER Login screen. You must enter your PACER login and password before ECF permits you to query the database.

A screenshot of the PACER Login screen. The background is light blue. At the top, the text 'PACER Login' is displayed in large, bold, blue letters. Below this, under the heading 'Instructions', is a paragraph of text explaining the login process and providing a link to the PACER registration page. There is a checkbox labeled 'Make this my default PACER login' and a line of text explaining the consequences of checking it. Below this is a yellow rectangular box containing the 'Authentication' section. This section has three input fields: 'Login:', 'Password:', and 'Client code:'. At the bottom of the yellow box are two buttons: 'Login' and 'Reset'. At the very bottom of the screen, there is a small 'Notice' in a smaller font, stating that an access fee of \$0.08 per page will be assessed for access to this service and that this is a Restricted Web Site for Official Court Business only.

**NOTE:** Your PACER login and password are different from your ECF login and password.

- You must have a PACER account in order to retrieve, view, and print certain documents.
- To register, contact PACER at 1-800-676-6856 or online at:  
<http://www.pacer.uscourts.gov/register.html>

After you enter your PACER login and password, the Query Search screen opens.

## Query

**Search Clues**

Case Number

or search by

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date  to

Last Entry Date  to

Nature of Suit   
0 (zero)  
110 (Insurance)  
120 (Contract Marine)

Cause of Action   
0 (No cause code entered)  
00:0000 (00:0000 Cause Code Unknown)  
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

Type  Prisoner ID

- If you know the case number that the court has assigned to the case, enter it in the **Case Number** field.
- To search by the name of a party or attorney, enter the last name of the party or attorney in the **Last/Business Name** field. Choose **“Party”** or **“Attorney”** in the Type field.
- You can enter part of a name and then enter an asterisk (\*) for a broader search of the database.

- To search by nature of suit, choose the appropriate three digit number from the drop-down list. You must enter a range for either the filed date or the last entry date in order for the query to run.
- To search by Cause of Action, choose the appropriate cause from the drop-down list.
- To search for all cases of a certain type, use the date “1/1/1970” as the “beginning of time.” When you run the query, if there is more than one case that meets the criteria, you will get a screen listing multiple case numbers.

Click **Run Query**.

If searching by name and more than one person with that name is in the database, ECF returns a screen from which to select the correct name.

### Select A Person

**There were 17 matching people.**

<a href="#">Smith, Alan D</a>	(aty)
<a href="#">Smith, Cullen R.</a>	(pty)
<a href="#">Smith, Gina</a>	(pty)
<a href="#">Smith, Hannah Trust</a>	(pty)
<a href="#">Smith, John A</a>	(pty)
<a href="#">Smith, John C</a>	(pty)
<a href="#">Smith, John Carlton</a>	(aty)
<a href="#">Smith, Jon</a>	(aty)
<a href="#">Smith, Kevin Beauchamp</a>	(aty)

If the individual is a party to more than one case, ECF will open a screen listing all of the party's or attorney's cases.

## Select A Case

**Jon Smith is an attorney in 2 cases.**

[2:12-cv-00552](#) Evergreen Gardens v. Grass Roots Inc filed 05/31/12

[2:12-cv-00553](#) Evergreen Gardens v. Grass Roots Inc filed 05/31/12

Click on the case number hyperlink to view the Query screen:

### Query

[Alias](#)

[Associated Cases](#)

[Attorney](#)

[Case File Location...](#)

[Case Summary](#)

[Deadlines/Hearings...](#)

[Docket Report ...](#)

[Filers](#)

[History/Documents...](#)

[Party](#)

[Related Transactions...](#)

[Status](#)

[View a Document](#)

Choose specific case information from a large list of **Query** options by clicking on the appropriate link on the screen:

**Alias**

This option displays party names and any additional names added, “also known as”, or “doing business as”, among others.

**Associated Cases**

This option displays any case associations.

**Attorney**

This option displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

**Case Summary**

This option provides a summary of current case-specific information.

**Deadlines/Hearings**

This option displays hearing and other schedule deadlines and can be sorted by Due/Set, Document Number, Deadline/Hearing, Filed, Satisfied, Terminated, and Party.



## Docket Report

When you select Docket Report, ECF opens the Docket Sheet criteria screen:

The screenshot shows the 'Docket Sheet' criteria screen. At the top, the title 'Docket Sheet' is displayed in blue. Below it, a 'Case Number' field contains the text '2:09-cr-00185-JLR USA v. Liu et al'. There are two radio buttons: 'Filed' (selected) and 'Entered'. Below these are two empty text boxes for a date range, separated by the word 'to'. Further down, there are two more empty text boxes for a document range, also separated by 'to'. The 'Include:' section has four checkboxes: 'Parties and counsel' (checked), 'Terminated parties' (checked), 'List of member cases' (unchecked), and 'Links to Notices of Electronic Filing' (unchecked). The 'Document options:' section has two checkboxes: 'Include headers when displaying PDF documents' (checked) and 'View multiple documents' (unchecked). The 'Format:' section has two radio buttons: 'HTML (unpaginated)' (selected) and 'PDF (paginated)' (unchecked). At the bottom, there is a 'Sort by' dropdown menu set to 'Oldest date first', a 'Run Report' button, a 'Clear' button, and a checkbox for 'Make these options my default.' which is unchecked.

Select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report.

Place a checkmark by the following boxes to view these from the docket sheet:

- Include terminated parties
- Include links to notices of electronic filing
- Include list of parties and counsel
- Include list of member cases (for consolidated or MDL cases)

## View Multiple Documents

### Document options:

- ☒ Include headers when displaying PDF documents
- ☒ View multiple documents

This Document Options feature allows you to view all the documents from a single docket entry at the same time.

Run the docket report and check the box next to the document(s) you wish to view.

Date Filed	#	<a href="#">clear</a>	Docket Text
05/05/2009	<a href="#">1</a>	<input checked="" type="checkbox"/>	COMPLAINT filed; war
05/06/2009			Case unsealed as to Chun
05/06/2009			Arrest of Chung Po Liu, I
05/06/2009	2		Minute Entry for proceed Courtroom: 12B; Interpre Defendant(s) advised of: special conditions.  Preliminary Examination
05/06/2009	<a href="#">3</a>	<input type="checkbox"/>	Appearance Bond Enter
05/07/2009			Receipt (#731898) for St
05/08/2009	<a href="#">4</a>	<input type="checkbox"/>	Arrest Warrant Returned
05/13/2009	<a href="#">5</a>	<input checked="" type="checkbox"/>	NOTICE OF ATTORNI
05/15/2009	<a href="#">6</a>	<input type="checkbox"/>	NOTICE of Unavailabilit
05/15/2009	<a href="#">7</a>	<input type="checkbox"/>	WAIVER of Preliminary John) [2:09-mj-00217-MJ
05/15/2009	<a href="#">8</a>	<input checked="" type="checkbox"/>	MOTION for Extension
05/15/2009	<a href="#">9</a>	<input type="checkbox"/>	WAIVER OF RIGHT TO



- To view immediately, click **View Selected**.
- To save in a zip file, click **Download Selected**.

Scroll down to view all your PDF images.






(Sample Document)

## View Notices of Electronic Filing

- ☐ List of member cases
- ☒ Links to Notices of Electronic Filing

After selecting this option on the Docket Sheet selection screen and running the docket sheet, you can click on the silver ball next to each document number to view the Notice of Electronic Filing that was sent.

		and penalties. Defendant pleads 1 Trial is set for 8/10/2009 at 01:30
06/11/2009	 23	Minute Entry for proceedings held PM; Courtroom: 12B; Interpreter Defendant(s) advised of charges Defendant stipulates. Defendant(  Motions due by 7/2/2009, Jury Tr
06/11/2009	 <a href="#">24</a>	NOTICE OF INVOCATION OF
06/08/2010	 <a href="#">25</a>	MOTION to Suppress <i>evidence</i>

Select Receipt Type.

☒ Html Version

☐ Text Version

Display Receipt

Clear

This is an automatic e-mail message generated by the CM/ECF system. Please **DO NOT RESPOND** to this e-mail because the mail box is unattended.  
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U.S. District Court

United States District Court for the Western District of Washington

**Notice of Electronic Filing**

The following transaction was entered by Frost, Jack on 6/8/2010 at 1:46 PM PDT and filed on 6/8/2010

Case Name: USA v. Liu et al

Case Number: [2:09-cr-00185-JLR](#)

Filer: Dft No. 1 - Chung Po Liu

Dft No. 2 - Boa Zhong Zhang

Document Number: [25](#)

**Docket Text:**

**MOTION to Suppress evidence by Chung Po Liu, Boa Zhong Zhang. (Attachments: # (1) Proposed Order) Noting Date 6/25/2010, (Frost, Jack)**

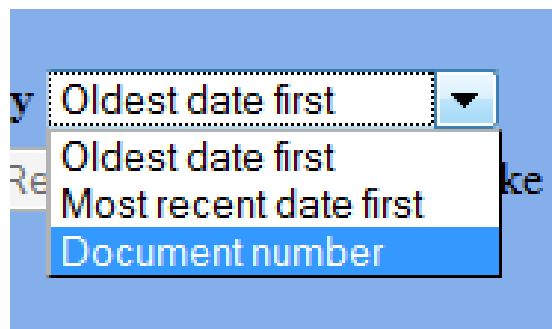
2:09-cr-00185-JLR-1 Notice has been electronically mailed to:

Darwin P Roberts [darwin.roberts\\_usdoj.gov@example.com](mailto:darwin.roberts_usdoj.gov@example.com), ECF-CRM.USA.WAW\_usdoj.gov@example.com, gina.santopolo\_usdoj.gov@example.com, jennifer.biretz\_usdoj.gov@example.com, jennifer.daniels\_usdoj.gov@example.com

Click on the hyperlink to view the document. PACER fees apply.

## Sort Option

The Sort by dropdown list on the Docket Report selection criteria screen now includes a Document number option. If selected, those entries without document numbers will appear chronologically within the entries that do have document numbers.



## Filers

DATE OF LAST MOD: 06/06/2019

Filers			
Name	Type	Added	Terminated
<a href="#">Chung Po Liu (1)</a>	Defendant	06/04/2009	
<a href="#">USA</a>	Plaintiff	06/04/2009	
<a href="#">Boa Zhong Zhang (2)</a>	Defendant	06/04/2009	

Sorted by filer's name, role, date added to the case, and date terminated from the case.

## History/Documents

**History/Documents**

☒ All events (history)  
☐ Only events with documents

☒ Display docket text

Sort by  



Displays case event history and documents associated with the case.

- Choose to exhibit all events or only those with documents attached.
- Display the docket text in the report.
- Select the sort order for the Query report (**Oldest date first or Most recent date first.**)
- After making your selections, click **Run Query.**

ECF queries the database and builds your report. This particular report lists all of the events and documents associated with the case in chronological order. It also displays the docketing text for all docketed events.

History		
Doc. No.	Dates	Descrip
--	<i>Filed &amp; Entered:</i> 02/13/2007	Add and Terminate Judges
	<i>Docket Text:</i> Judge update in case as to Bill Smith, Bob Smith, Cassandra Smith. Judge Robert J. Bryan added.	
<u>1</u>	<i>Filed &amp; Entered:</i> 02/13/2007	Indictment
	<i>Docket Text:</i> INDICTMENT as to Bill Smith (1) count(s) 1, Bob Smith (2) count(s) 1, Cassandra Smith (3) co	
<u>2</u>	<i>Filed &amp; Entered:</i> 02/13/2007	2255 Motion to Vacate, Set Aside or Correct Sente
	<i>Docket Text:</i> MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Bill Smith. Civil case 3:07-cv-54 opened. (Additional attachment(s) added on 4/11/2008: # (1) Proposed Order) (KN).	
<u>3</u>	<i>Filed &amp; Entered:</i> 02/13/2007	2255 Motion to Vacate, Set Aside or Correct Sente
	<i>Docket Text:</i> MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Bob Smith. Civil case 3:07-cv-56 opened. (Additional attachment(s) added on 4/11/2008: # (1) Proposed Order) (KN).	
<u>4</u>	<i>Filed &amp; Entered:</i> 02/13/2007	2255 Motion to Vacate, Set Aside or Correct Sente
	<i>Docket Text:</i> MOTION to Vacate, Set Aside or Correct Sentence (pursuant to 28 U.S.C. 2255) by Cassandra. Civil case 3:07-cv-5000 opened. (Additional attachment(s) added on 4/11/2008: # (1) Proposed Order) (KN).	
<u>5</u>	<i>Filed &amp; Entered:</i> 03/06/2007	Notice of Attorney Appearance - Defendant
	<i>Docket Text:</i> NOTICE OF ATTORNEY APPEARANCE: Valerie Barber appearing for Cassandra Smith	
<u>7</u>	<i>Filed &amp; Entered:</i> 04/11/2008	Motion to Suppress
	<i>Docket Text:</i> Second MOTION to Suppress evidence by Bill Smith as to Bill Smith, Bob Smith, Cassandra Smith. Proposed Order)(Frost, Jack)	

View a PDF image of actual documents by clicking on the underlined document number in the far left column of the onscreen report.

## Party

This option displays party names and their counsel.

## Related Transactions



The screenshot shows a web form titled "Related Transactions" in blue text. The form is set against a light yellow background. It contains several input fields and checkboxes. The "Filed" field is followed by a text box and a "to" label, which is also followed by a text box. Below these, the "Documents" field is followed by a text box and a "to" label, which is also followed by a text box. The "Document type" field is followed by a dropdown menu with a blue arrow. There are two checkboxes: "Pending" (checked) and "Terminated" (unchecked). The "Sort by" field is followed by a dropdown menu with "Filed Date" selected and a blue arrow. At the bottom, there are two buttons: "Run Query" and "Clear".

**Related Transactions**

Filed  to

Documents  to

Document type

☒ Pending

☐ Terminated

Sort by

Run **Query** to display each transaction in the case is along with any other transactions to which it is related.



### Related Transactions

*Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.*

Doc. No.	Event Name	Event Filed	Event Terminated
<a href="#">1</a>	 Indictment	02/13/2007	
<a href="#">2</a>	 2255 Motion to Vacate, Set Aside or Correct Sentence	02/13/2007	
<a href="#">3</a>	 2255 Motion to Vacate, Set Aside or Correct Sentence	02/13/2007	
<a href="#">4</a>	 2255 Motion to Vacate, Set Aside or Correct Sentence	02/13/2007	
	 Add and Terminate Judges	02/13/2007	
<a href="#">5</a>	 Notice of Attorney Appearance - Defendant	03/06/2007	
<a href="#">7</a>	 Motion to Suppress	04/11/2008	

[Docket Report ...](#)

- To view the document, click on the document number link.
- To view the docket report click on the link

### Status

This option lists pending statuses in cases. Click on the silver ball in the “Status set by” box to display the docket entry which set the status. You can view the document for that entry by clicking on the document number. (PACER charges apply.)

If there are any statuses which were previously set, you will see the words, “**Click here**” to view terminated Statuses below the table of pending statuses. Click on the word “**here**” to see them.

(NO IMAGE AVAILABLE)

## View Document

A screenshot of a web form titled "View Document" with a yellow background. The form contains a "Case Number" label above a text box containing "3:07-cr-02345-RJB USA v. Smith et al". Below this is a "Document" label followed by a text box containing the number "1". At the bottom of the form are two buttons: "Run Report" and "Clear".

This feature allows you to access PDF documents in a case without first running a Docket Report.

Enter one document number. When you click **Run Report**, you will see the document if there were no attachments; if attachments were submitted, you must first select the main document or an attachment to view.

## Reports Feature



This feature provides the user with several report options.

After selecting the Reports feature from the *blue* menu bar, ECF opens the **Reports** screen.

If you select **Civil** or **Criminal Reports** or **Docket Sheet**, the PACER login screen will display. You must log in to PACER, and fees will apply to view documents.

You can view **Calendar Events** and **Written Opinions** for a case without logging into PACER. These events are free of charge.



## Docket Sheet

See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the **date filed/entered fields**. ECF also offers various sorting options from the **Docket Sheet** query screen.

**Docket Sheet**

Case number

Select a case:

☒ 3:07-cr-02345-RJB USA v. Smith et al ☐ (All Defendants)

☐ 3:07-cr-02345-RJB-1 Bill Smith

☐ 3:07-cr-02345-RJB-2 Bob Smith

☐ 3:07-cr-02345-RJB-3 Cassandra Smith

☒ Filed  to

☐ Entered  to

Documents  to

**Include:**

☒ Parties and counsel

☒ Terminated parties

☐ List of member cases

☐ Links to Notices of Electronic Filing

**Document options:**

☐ View multiple documents

**Format:**

☒ HTML (unpaginated)

☐ PDF (paginated)

Sort by

☐ Make these options my default.

- Enter the case number for your docket sheet in the Case Number field.
- Select parameters for the remainder of the data entry fields and click **Run Report**. ECF will display a full docket sheet for the case you selected.

## Civil Cases

The Civil Cases report provides you with the flexibility to query the ECF database to locate cases filed within a specific date range, or by Nature of Suit and Cause Code.

When you click on the **Civil Cases** link, ECF displays a query screen.

- Enter the range of case filing dates for your report and select a Nature of Suit or Cause, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

- If you are not logged into PACER, ECF will display the PACER login screen before you can view this report.

**Civil Cases Report**

**Warning: This report is not subject to the 30 page billing cap.**  
 You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Seattle  
 Tacoma

Cause: 0 (No cause code entered)  
 00.0000 (00.0000 Cause Code U...)

Jurisdiction: Diversity  
 Federal Question

Case type: Civil  
 Grand Jury

Nature of suit: 0 (zero)  
 110 (Insurance)

Case flags: 1915  
 APPEAL

Terminal digit(s): 2, 4-7

Filed: 1/1/2008 to 4/14/2008

Sort by: Case Number

Output Format: ☒ Formatted Display  
☐ Data Only

☐ Make these options my default.

☒ Open cases  
☐ Closed cases

Here is an example of part of a report.

Civil Cases Report			
U.S. District Court -- United States District Court for the Western District of Washington			
Filed Report Period: 1/1/2008 - 4/14/2008			
Case Number/ Title	Case Dates	Days Pending	Notes
<a href="#">2:88-cv-00021-JCC</a> Krusty Burger v. Comic Book Guy	Case filed: 04/11/2008	3	Cause: 47:0605 Unauthorized Publication/Use of Communications NOS: 190 Contract: Other Office: Seattle Jurisdiction: Federal Question Presider: John C Coughenour Jury demand: Plaintiff Case flags: APPEAL, JURYDEMAND
<a href="#">2:04-cv-02166-TSZ</a> Smithers v. Burns	Case filed: 03/11/2008	34	Cause: 05:702 Administrative Procedure Act NOS: 190 Contract: Other Office: Seattle Jurisdiction: Federal Question Presider: Thomas S. Zilly Jury demand: None
<a href="#">2:08-cv-00001</a> Newman v. United States of America	Case filed: 02/12/2008	62	Cause: 05:702 Administrative Procedure Act NOS: 890 Other Statutory Actions Office: Seattle Jurisdiction: Federal Question Presider: Unassigned Jury demand: None

- The far-left column of the report contains hyperlinked case numbers.
- If you click on a particular case number, ECF opens the Docket Sheet report window from which you can retrieve the docket sheet for the selected case.
- Follow the instructions in the previous section for a Docket Sheet report.

## Judgment Index

Search by a specific case number, name, or date range.

**Judgment Index Report**

**Warning: This report is not subject to the 30 page billing cap.**  
 You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Case Number

Last name  First name  Middle name

Judgment date range  to

Sort by:

Click on the case number to run a docket sheet, or the hyperlinked document number to view the actual image.

## Judgment Index Report

U.S. District Court -- United States District Court for the Western District of Washington

Report Period: 01/01/2007 - 04/14/2008

Case Number/Title	Judgment Description	Status
<a href="#">2:33-cv-00321-RSL</a>	<i>In favor of:</i> Federalist Party <i>Against:</i> Andrew Jackson <i>Amount:</i> \$ 0.00 <i>Date:</i> 01/17/2007 <i>Document:</i> 48 <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00	Fully Satisfied 01/17/2007
	<i>In favor of:</i> Federalist Party <i>Against:</i> Andrew Jackson <i>Amount:</i> \$ 1.00 no remarks other than remarking that there are no remarks. <i>Date:</i> 03/21/2007 <i>Document:</i> 140 <i>Interest:</i> 1.00% <i>Court Cost:</i> \$ 1.00	Fully Satisfied 03/21/2007
	<i>In favor of:</i> Federalist Party <i>Against:</i> Andrew Jackson <i>Amount:</i> \$ 23.00 <i>Date:</i> 05/01/2007 <i>Document:</i> <a href="#">167</a> <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00	No Payment 05/01/2007

## Criminal Cases Report

This report provides you with the flexibility to query the ECF database to locate cases electronically filed within:

- A specific date range.
- Terminal digit (last digit of case number.)
- With pending defendants.
- terminated defendants
- fugitive defendants OR
- non-fugitive defendants

When you click on the Criminal Cases link, ECF displays a screen as depicted here.



## Criminal Cases Report

**Warning: This report is not subject to the 30 page billing cap.**  
**You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.**

Office: Seattle Tacoma Case types: Criminal Magistrate Judge Case flags: 1915 APPEAL

Citation:

Count Status: ☒ Pending ☐ Disposed

Filed: 4/7/2008 to 4/14/2008

Terminal digit(s):  2, 4, 7 ☒ Pending defendants ☐ Terminated defendants ☐ Fugitive defendants ☒ Non-Fugitive defendants

Sort by: Case Number

Output Format: ☒ Formatted Display ☐ Data Only

Run Report Clear ☐ Make these options my default.

You can sort by case number, terminal digit, or office. Click **Run Report**.

On the **Transaction Receipt** screen, click Continue to accept the PACER charges for the report.

Here is an example of a criminal case report, sorted by case number.

Criminal Cases Report			
U.S. District Court – United States District Court for the Western District of Washington			
Filed Report Period: 4/7/2008 - 4/14/2008			
Case Number/ Title	Case Dates	Days Pending	Notes
<a href="#">2:88-cr-00021-JCC</a> USA v. Snake	Case filed: 04/14/2008		Office: Seattle
<a href="#">1 - Snake</a>	Added: 04/14/2008	0	Presider: John C Coughenour
<a href="#">2 - Nelson Muntz</a>	Added: 04/14/2008	0	Presider: John C Coughenour
<a href="#">2:08-cr-00006-RAJ</a> USA v. Tremain	Case filed: 04/09/2008		Office: Seattle
<a href="#">1 - Johnny Tremain</a>	Added: 04/09/2008	5	Presider: Richard A Jones
<a href="#">2:08-cr-00008-RSL</a> USA v. Muir et al	Case filed: 04/09/2008		Office: Seattle
<a href="#">1 - Melissa Muir</a>	Added: 04/09/2008	5	Presider: Robert S. Lasnik
<a href="#">2 - Tammie Day</a>	Added: 04/09/2008	5	Presider: Robert S. Lasnik
<a href="#">3 - Mark Farley</a>	Added: 04/09/2008	5	Presider: Robert S. Lasnik
<a href="#">4 - Jamie Halterman</a>	Added: 04/09/2008	5	Presider: Robert S. Lasnik
<a href="#">5 - Janna Kropelnicki</a>	Added: 04/09/2008	5	Presider: Robert S. Lasnik



- ## Docket Activity Report

- You can choose to search in cases to which you are linked.
- You can also search by Office, Case type, Event category, or Case flags.
- Choose a Date range, Summary or Full docket text display, and sort by Case Number or Date Entered.

Here is an example of a Docket Activity Report.

<b>Docket Activity Report</b> <b>U.S. District Court -- United States District Court for the Western District of Washington</b> <b>Report Filed Period: 1/1/2008 - 4/14/2008</b>				
Case Number/Title	Dates	Category/ Event	Docketed by	Notes
<a href="#">2:55-cr-00005-TSZ</a> <a href="#">USA v. White</a>	Entered: 02/01/2008 14:53:29 Filed: 02/01/2008	Category: motion Event: Depart from Sentencing Guidelines Document: <a href="#">19</a>	H. Bigney-Russell Type: crt	Office: Seattle Presider: Thomas S. Zilly Case Flags: APPEAL CLOSED
	Entered: 02/01/2008 15:52:48 Filed: 02/01/2008	Category: motion Event: Reduce Sentence re Crack Cocaine 18:3582 Document: <a href="#">21</a>	K. Ness Type: crt	
	Entered: 02/01/2008 16:00:53 Filed: 02/01/2008	Category: motion Event: Unopposed Motion Reduce Sentence re Crack Cocaine 18:3582 Document: <a href="#">22</a>	K. Ness Type: crt	

## Utilities Feature



### Your Account



This section of the Utilities feature provides you the capability to maintain certain aspects of your ECF account with the court and to view a log of all your transactions within ECF.

### Maintain Your Account

This screen displays all of the registration information that is contained within the ECF database for your account with the court.

**Maintain User Account**

<b>Last name</b>	<input type="text" value="Frost"/>	<b>First name</b>	<input type="text" value="Jack"/>
<b>Middle name</b>	<input type="text"/>	<b>Generation</b>	<input type="text"/>
<b>Gender</b>	<input type="text" value=""/>	<b>ATY Type</b>	<input type="text" value=""/>
<b>Title</b>	<input type="text"/>		
<b>Bar number</b>	<input type="text" value="12345"/>	<b>Type</b>	<input type="text" value="aty"/>
<b>Prisoner id</b>	<input type="text"/>	<input checked="" type="checkbox"/> Add Headers to PDF Documents	
<b>Office</b>	<input type="text"/>		
<b>Unit</b>	<input type="text"/>		
<b>Address 1</b>	<input type="text" value="1234 CHATTER LANE"/>		
<b>Address 2</b>	<input type="text"/>		
<b>Address 3</b>	<input type="text"/>		
<b>City</b>	<input type="text" value="FROSTBITE FALLS"/>	<b>State</b>	<input type="text" value="WA"/>
<b>Country</b>	<input type="text" value="US"/>	<b>Zip</b>	<input type="text" value="99999"/>
<b>County</b>	<input type="text" value=""/>		
<b>Phone</b>	<input type="text" value="206-123-4567"/>	<b>Fax</b>	<input type="text"/>
<b>Initials</b>	<input type="text" value="DOB"/>	<b>End date</b>	<input type="text"/>

In addition you can access **Email Information** and **More User Information** on your account by clicking the buttons at the bottom of the screen.

## Email Information

ECF will e-mail to parties the Notice of Electronic Filing based upon the information entered in this screen.

Email Information for Test Attorney 2	
<b>Registered e-mail addresses</b> Primary e-mail address: <a href="#">testattorney2@example.com</a> Secondary e-mail addresses: <a href="#">testattorney3@example.com</a> <a href="#">add new e-mail address</a> <div> <input type="button" value="Submit all changes"/> <input type="button" value="Clear"/> </div>	<b>Configuration options</b> <input type="text" value="testattorney3@example.com"/> Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No Should this e-mail address receive notice for all cases in which this individual is a participant? <input checked="" type="radio"/> Yes <input type="radio"/> No How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No <b>Case-specific options</b> Add additional cases for noticing <input type="text"/> These cases will send notice <i>per filing</i> . (default method) <input type="text"/>

## Add Additional E-mail Addresses

Perform the following steps to enter additional e-mail addresses to receive Notices of Electronic Filing in your cases.

### Step #1: Click “add new e-mail address.”

Secondary e-mail addresses:  
[add new e-mail address](#)

### Step #2: Type the new e-mail address in the box in the right pane.

Configuration options

### Step #3: View Configuration Options.

#### Configuration Options:

For each e-mail address you enter, you will also be able to configure individually the following options:

**Configuration options**

wawdattorney@wawd.uscourts.gov

Should this e-mail address receive notices? ☒ Yes ☐ No

Should this e-mail address receive notice for all cases in which this individual is a participant? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☒ Yes ☐ No

- Should this e-mail address receive notices? Yes/No
- Should this e-mail address receive notice for all cases in which this individual is a participant? Yes/No.
- How should notices be sent to this e-mail address? Per Filing/Summary Report
- In what format should notice be sent to this e-mail address? HTML/Text
- Should this e-mail address receive general announcement notices from the court? Yes/ No

## Step #4: View Case Specific Options

### Case Specific Options

Use this section to add additional cases you are not a participant in, but wish to monitor.

**Case-specific options**

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

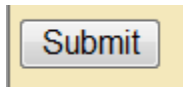
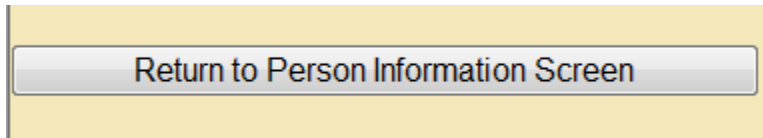
Remove selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (alternate method)

Remove selected cases Change selected cases to notice per filing

Show all cases for this e-mail address (Copy case lists from here)

**Step #5: Return to Person Information screen and select Submit to save changes.**



### **More User Information:**

This screen displays user login information and provides the means to change your ECF password.

ECF displays a string of asterisks (\*\*\*\*\*) in the **Password** field.

A screenshot of a web form titled "More User Information for Jack Frost". It contains two input fields: "Login" with the text "frostj" and "Password" with a string of asterisks. Below the password field is a note: "minimum 8; upper- & lower-case letters; include digit or special character".

**More User Information for Jack Frost**

**Login** frostj

**Password** \*\*\*\*\*

*minimum 8; upper- & lower-case letters; include digit or special character*

To change your ECF password, place your cursor in the **Password** field and delete the asterisks.

A screenshot of the same web form as above, but with a blue cursor box at the end of the asterisks in the "Password" field.

**More User Information for Jack Frost**

**Login** frostj

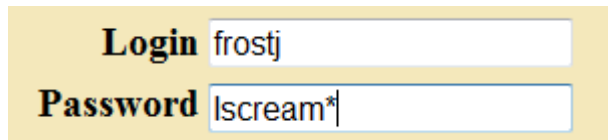
**Password** \*\*\*\*\*

*minimum 8; upper- & lower-case letters; include digit or special character*

Enter a new password. Remember the new password requirements.

### New Password Requirements:

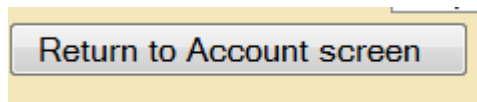
- Minimum 8
- Use upper and lower-case letters
- Include digit or special character



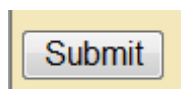
A screenshot of a login form with two input fields. The first field is labeled "Login" and contains the text "frostj". The second field is labeled "Password" and contains the text "lscream\*".

ECF displays the actual characters of your new password as you type.

Return to Account Screen and click Submit at the bottom of that screen to save the new password.




A screenshot of a button labeled "Return to Account screen".



A screenshot of a button labeled "Submit".

You may be prompted to update all cases you are appearing in. Choose "**Update all**" to update all your cases, or choose specific case numbers, then click **Submit**.



A screenshot of a dialog box titled "Update All". It contains a list of case numbers and names: 2:48-cv-1 Reindeer v. Snowman, 2:55-cr-5-1 USA v. Fudd, 2:7-cr-55-1 USA v. Sleepy et al, 2:7-cv-36 Smith v. Jones, 2:7-cv-52 Omni Innovations LLC v. Apollo Group Inc, 2:7-mj-3001-1 USA v. Dogg, 2:7-mj-3005-1 USA v. Bad et al, and 2:7-mj-3005-2 USA v. Bad et al. At the bottom, there are two buttons: "Submit" and "Clear".

ECF will notify you onscreen that your updates were accepted. If you changed passwords, you can begin using the new password during your next ECF session.

Updating person record...

Update Person Prid: 740

The update was successful.... prid 740 - Jack Frost

Updating user record

The user update was successful

The update was successful....

## Maintain Your Address

On this screen you can update your name, mailing address and phone number.

- **NOTE:** If you are not able to change the mailing address, you'll need to file a **Notice of Change of Address or Law Firm** with the court, either electronically in an active case, or in paper with the Clerk's Office. Court staff will update your address and/or law firm information.

## Maintain Your Email

This is a shortcut to edit your e-mail information.

## Maintain Your Login/Password

This is a shortcut to edit your login and password.

## View Your Transaction Log

Use this feature of ECF to review your transactions and to verify that:

- All of the transactions you entered are reflected in the Transaction Log.
- No unauthorized individuals have entered transactions into ECF using your login name and password.

ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report.



**View Transaction Log**

Enter the Date Selection Criteria for the Transaction Log Report

Start Date:  End Date:

☐ Make these options my default.

- Enter the date range for your report and click **Run Report**.

ECF displays a report of all your transactions in ECF within the date range you specified for **Date Selection Criteria**.

179271	02/01/2008 16:14:04	2-55-cr-5-1	MOTION to Depart from Sentencing Guidelines by Snow White. Noting Date 2/29/2008
179278	02/01/2008 16:25:06	2-55-cr-5-1	MOTION for Retroactive Application of Sentencing Guidelines to Crack Cocaine Offense 18 USC 3582 by Snow White. Noting Date 2/29/2008
179281	02/01/2008 16:25:55	2-55-cr-5-1	Unopposed MOTION for Retroactive Application of Sentencing Guidelines to Crack Cocaine Offense 18 USC 3582 by Snow White.
179335	02/07/2008 10:42:50	2-55-cr-5-1	SENTENCING MEMORANDUM by Snow White (Frost, Jack)
179551	02/15/2008 16:30:07	2-08-cv-1234	ANSWER to [1] Complaint with JURY DEMAND by Mrs Lovett (Frost, Jack)

## Miscellaneous

### Mailings



Contains the following links:

- **Mailing Info for a Case** - Lists parties that will receive e-mail notification and which parties or list of attorneys will not receive e-mail notification and will require manual noticing.
- **Mailing Labels by Case** – Create mailing labels.

## Verify a Document

Locate a particular document attached to a specific case number.

### Verify Document(s)

Specify the case number and document number of the docket entry containing the document to be verified.

Case Number

8-1234

Find This Case

Document Number:

3

Next

Clear

The case number, document number, date filed and docket text are displayed. Clicking on the document link displays the PACER login screen. Enter your PACER login and password to view the image. (**PACER charges apply.**)

### Verify Document(s)

[2:08-cv-01234-RAJ Todd v. Lovett](#)

Date	#	Docket Text
02/15/2008	<a href="#">3</a>	MINUTE ORDER SETTING TRIAL DATE AND RELATED DATES, AND DESIGNATING CASE FOR MEDIATION; Length of Trial: *3 weeks*. Mediation shall be completed no later than thirty (30) days prior to the trial date. Jury Trial is set for 1/2/2009 at 09:00 AM in Courtroom 12A before Richard A Jones. Joinder of Parties due by 6/1/2008; Amended Pleadings due by 7/6/2008; Expert Witness Disclosure/Reports under FRCP 26(a)(2) due by 7/6/2008; Discovery completed by 9/4/2008; Dispositive motions due by 10/4/2008; Settlement conference to be held by 11/3/2008; 39.1 mediation to be completed by 12/3/2008; Motions in Limine due by 12/5/2008; Pretrial Order due by 12/19/2008; Trial briefs to be submitted by 12/26/2008; Proposed voir dire/jury instructions due by 12/26/2008; Proposed Findings of Fact and Conclusions of Law to be submitted by 12/3/2008; by Richard A Jones. (hbr)

## Court Information

Court details, locations, Pacer details, and select case flag definitions are displayed on this page.

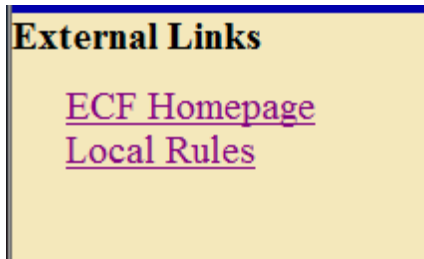
### Court Information

Court Details	
Court's Name	United States District Court for the Western District of Washington
Software Version	CM/ECF-DC V4.2
ECF Go Live Date	6/23/03
Maximum PDF File Size	10 MB
Maximum Merge Document Size	10 MB

Court Locations	
Court's Name	<b>United States District Court for the Western District of Washington</b>
Court's Address	700 Stewart Street, Suite 2310, Seattle, WA 98101
Court's Phone Number	206-370-8400
Court's Email Address	cmecf@wawd.uscourts.gov
Court's Hours	9AM - 4:30PM, M-F
Court's Name	<b>United States District Court for the Western District of Washington - Divisional Office</b>
Court's Address	1717 Pacific Avenue, Room 3100, Tacoma, WA 98402
Court's Phone Number	253-882-3790
Court's Email Address	cmecf@wawd.uscourts.gov
Court's Hours	9:00 AM - 4:30 PM, Monday-Friday

## External Links

This option provides a link to the ECF Support Homepage and the Local Rules.



## Attorney ADR Menu Options



### Attorney ADR Application

As part of the Alternative Dispute Resolution certification process, Attorneys can now apply through this CM/ECF menu option for certification as a LCR 39.1 neutral. The certification form is completed and submitted through ECF to the Western District Federal Bar Association and the Court for review. For details, please visit the Court's Alternative Dispute Resolution [certification](#) page online.

### Attorney Update ADR Profile

Current LCR 39.1 attorney neutrals can update their online ADR profile through this menu option.

### Attorney ADR Recertification

Current LCR 39.1 attorney neutrals will be notified when it is time to renew their certification. The recertification form is completed and submitted through ECF to the Western District Federal Bar Association and the Court for review.

## Search

This option allows you to search for filing events.

Click on **Search** to display the **Search Menus and Events** window.



In this window, enter all or part of the name of the desired event. For example, "objection". Click **Search**.

A list of events is displayed which contain the entered word or string of words and the menu on which the event can be found.

**Search results for 'objection'**  
*6 events found*

**Civil Events → Other Documents**  
[Objections \(non motion/R&R\)](#)

**Civil Events → Responses, Replies and Supporting Documents**  
[Objections to Report and Recommendation](#)  
[Response to Objections to R&R](#)

**Criminal Events → Other Documents**  
[Objection](#)  
[Objection to Presentence Investigation Report](#)  
[Objection to Report and Recommendations on Plea](#)

Click on the appropriate event to continue the filing.

## Logout



After you have completed all of your transactions for a particular session in ECF, you should exit from the system. Click **Logout** from the ECF *blue* menu bar. ECF will log you out of the system and return you to the ECF login screen.

When you click **Logout** from the main blue menu bar, the following pop-up message will appear:

